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ABSTRACT

Guidelines and accompanying forms are provided in this operations manual designed as a guide for the management and development of the instructional units at the member institutions of Ohio's two-year college system. The manual first presents the mission statement of the two-year colleges, defines the various types of colleges in the system, and presents general recommendations regarding two-year college programs, enrollments, facilities, and services. Course work and requirements are then described for programs leading to the associate degree in each of five instructional areas: arts and sciences, applied business and science, individualized study, technical education, and labor studies. Procedures are then outlined to be used in the proposal of new associate degree programs, technical majors, and one-year programs; relevant forms are also provided. The report then offers a taxonomy of officially approved titles for technical programs in the areas of business, engineering, health, agriculture, natural resources, and public services. Guidelines are then presented for awarding academic credit, program review, off-campus instruction, and vocational follow-up surveys of technical education graduates. Appended to the manual is an inventory of the technical programs offered at each of Ohio's two-year colleges. (JP)

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OHIO BOARD OF REGENTS

Operating Manual for Two-Year Campus Programs

Ohio Board of Regents:	Richard L. Krabach, Chairman N. Victor Goodman, Vice Chairman James J. Flannery, Secretary John W.E. Bowen Robert L. Evans Mary Ellen Ludlum Mack Pemberton Everett Ware Smith C. William Swank, Ph.D.
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Administration:	Edward Q. Moulton, Chancellor Max J. Lerner, Vice Chancellor for Two-Year Campuses

JC 790 566

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BE IT RESOLVED: by the Ohio Board of Regents, upon the recommendation of the Chancellor and with the concurrence of the Two-Year Campus Committee of the Ohio Board of Regents, that the Operating Manual for Two-Year Campus Programs, attached to and made a part hereof, is hereby approved, and

BE IT FURTHER RESOLVED: that the inventory of technical programs included as Appendix B in said manual, together with the programs approved on this date, constitutes a full accounting of all approved technical programs recognized by the Ohio Board of Regents as of August 1, 1979.

ADOPTED BY OBR
7/31/79

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The Two-Year Campus Mission

Viewed from the perspective of statewide planning and coordination, the Ohio Board of Regents recognizes a two-year campus mission which includes the following components:

BACCALAUREATE PARALLEL EDUCATION which is equivalent to the lower division or first two years of a baccalaureate degree program, generally consisting of liberal arts, sciences, and pre-professional studies designed either to enable students to transfer to a four-year institution for the completion of a baccalaureate degree, or to provide a planned program of general education which is equivalent to that which is provided by four-year institutions at the freshman and sophomore levels.

TECHNICAL EDUCATION programs of up to two years' duration which are primarily designed to prepare students for careers which are generally (but not exclusively) at the semiprofessional level, or are designed to provide upgrading of skills and/or retraining to meet individual, local and state manpower needs.

ADULT CONTINUING EDUCATION programs, courses, short courses, seminars and other educational activities offered to meet civic, cultural, professional, occupational, or social needs of groups of adults.

COMMUNITY SERVICE activities of an educational nature which may include workshops, seminars, forums, cultural events, the provision of campus facilities and consultative services, designed to address community needs or to resolve community problems.

Definitions of Two-Year Campuses

The two-year campus system which has evolved in Ohio includes a variety of organizational forms characterized by differing administrative structures and patterns of governance. The Ohio Board of Regents defines the various types of two-year campuses as follows:

COMMUNITY COLLEGE

A community college is a two-year college which may be established at the initiative of one or more county governments, or by a referendum vote, with the approval of the Board of Regents. A board of trustees governs the college and all members must reside in the district. Six board members are appointed locally and three are appointed by the Governor. The college district is empowered and is strongly urged to secure a local property tax levy for operation much as a city, exempted village, or local board of education may do in operating elementary and secondary schools. Because the college can receive local tax support as well as state support, most community colleges are able to keep student fees lower than can other kinds of two-year campuses. In terms of programs offered, the community college may organize baccalaureate parallel programs, technical education programs, adult continuing education, and community service activities.

(Reference: Ohio Revised Code 3354.)

STATE COMMUNITY COLLEGE

A state community college is a two-year college which may be established with the approval of the Board of Regents at the initiative of a technical college (institute), a state university operating a branch in a district, one or more county governments, or the electorate of a district. The college is governed by a local board of trustees, with all nine members being appointed by the Governor. This college has no legal power to propose a local levy, and must therefore operate without the advantages of local financing. In terms of programs offered, the state community college may organize baccalaureate parallel programs, technical education programs, adult continuing education programs, and community service activities.

(Reference: Ohio Revised Code 3358.)

TECHNICAL COLLEGE

A technical college (or institute) is a two-year college which may be established with approval of the Board of Regents upon the initiative of a city school district or a county, or by two or more contiguous city, county, local, or exempted village school districts or counties. Once established, however, the technical college district becomes an independent political subdivision governed by a board of trustees. The board shall have either five or six members appointed locally and two or three appointed by the Governor. The technical colleges receive support from the state and student fees. Current law provides that technical colleges may propose property tax levies to local electorates. So far as programs are concerned, the technical colleges specialize in offering technical education programs, occupationally-oriented adult continuing education programs, and community service activities.

In a single instance, that of the Agricultural Technical Institute at Wooster, an academic unit within The Ohio State University has been established under the general authority of the University board of trustees to function in a manner similar to other technical colleges and institutes insofar as technical programs in agricultural and natural resource science are concerned.

(Reference: Ohio Revised Code 3357.)

UNIVERSITY BRANCH

A university branch consists of a permanent full-time separate facility established with the approval of the Board of Regents, governed by the university board of trustees, and offering two-year baccalaureate parallel programs (including all courses offered to serve lower division students), adult continuing education, community service, and in some instances, technical education. In a few instances, temporary facilities are currently being utilized until a permanent facility can be completed. The Board of Regents recommends the award of the appropriate associate degree for satisfactory completion of a two-year program in baccalaureate parallel and in technical education. Every effort should be made to develop a resident faculty and establish a separate financial and student accounting system.

Current law permits the establishment of a university branch district with a board of trustees of seven members who are residents of the district, with powers enumerated in Section 3355.06 of the Ohio Revised Code.

(Reference: Ohio Revised Code 3355.)

UNIVERSITY URBAN CENTER

A university urban center is a two-year college set up by an urban-based university, either on its main campus or elsewhere in the home city, for the purpose of giving special attention to the first two years of education beyond the high school. The college is an integral part of the parent university, and is governed and financed as a regular part of the university. The college may offer baccalaureate parallel programs, programs of technical education, adult continuing education programs, and community service activities.

UNIVERSITY RESIDENCE CREDIT CENTER (Not a Two-Year Campus, but Generally Operating in the Same Facility)

A university residence credit center consists of offering of instruction in baccalaureate courses (arts and sciences, teacher education, and business administration) beyond the associate degree level, and for the purpose of meeting special needs of groups of students who are beyond sophomore standing. Courses offered in an associate degree program are intended to serve freshman and sophomore students in the regular program of a branch shall not be considered as residence credit center courses. A residence credit center may also offer courses at the master's degree level in arts and sciences and in professional fields of study. Except in unusual circumstances, the Board of Regents expects that only a university branch or other permanent two-year campus will be designated as a residence credit center. Courses offered at a residence center must count toward award of the appropriate baccalaureate or master's degree by the parent university and be approved in advance on an annual basis by the Ohio Board of Regents. Baccalaureate and master's degree courses will be taught only by persons holding faculty rank in a baccalaureate college or in the graduate school of the parent university.

It is expected that the parent university will take whatever action is needed to ensure that instruction in residence credit center courses meets university home campus standards as well as accreditation standards. State subsidies for university residence credit centers will be in baccalaureate general programs and in master's degree programs. Enrollments in residence credit centers should be reported separately from home campus enrollments, and enrollment limitations imposed by law or other action upon a home campus will not be considred as applying to residence credit center enrollments.

Recommendations Regarding Two-Year Campuses

The Board of Regents has adopted the following recommendations regarding two-year campus programs, enrollments, facilities, and services in support of the two-year campus mission:

(1) A two-year campus should provide a reasonable choice of programs to prospective students and enroll a student body of sufficient size to indicate public acceptace of the college as a viable institution of higher education.

  (a) Within three years of its creation, a two-year campus should offer a minimum of five distinctive associate degree programs.

  (b) Each two-year campus should attain an enrollment of five hundred full-time equivalent students within three years after becoming a degree-granting institution.

(2) The institution should possess physical facilities adequate to the instructional programs offered, including classrooms, laboratories, offices, and equipment.

(3) Adequate library facilities and holdings appropriate to the subject matter taught should be available, and adequate financial support should be dedicated to the continued updating of library resources.

(4) Institutions granting associate degrees should have an adequate student service program which provides:

  (a) Developmental education for all entering students whose high school preparation is less than adequate for the program. Developmental education may include non-credit remedial courses, tutorial assistance, and learning skill laboratory services.

  (b) Student testing, guidance counseling, and program advising, to insure proper program selection, periodic evaluations of student progress, appropriate course selection, reasonable career objectives, and to provide students with necessary information about further opportunities in higher education.

(c) Adequate placement services to assist graduates in finding suitable employment, or in transferring to a baccalaureate program. In campuses offering technical programs, an integral part of the placement services program should be the systematic gathering and analysis of data concerning the types of employment into which graduates have been placed. Campuses will periodically report such data to the Board of Regents in a standard format. Campuses which offer associate degree programs for transfer to four-year institutions will keep adequate records to determine where their students are transferring, and will conduct periodic studies of their student's success at the four-year institution.

(d) Student financial aid to assist students of limited resources in pursuing a two-year degree program.

(5) In the communities having both a technical college and a university branch on the same campus, a maximum extent of cooperation should characterize the relationship between the two entities.

Associate of Arts/Associate of Science

These degrees are awarded in recognition of successful completion of two-year baccalaureate parallel educational programs which require a minimum of ninety quarter credit hours of course enrollment. The ninety credits should include as general education at least nine quarter credits in English Composition and Literature, fifteen quarter credits in the Humanities, fifteen quarter credits in the Social and Behavioral Sciences and fifteen quarter credits in the Natural Sciences (physical and biological) and/or Mathematics.

Receipt of the associate of arts degree with the above credits will signify a halfway point in the progression toward a baccalaureate degree if the remainder of the associate of arts program includes the foundational courses (programmatic prerequisites) needed to enable the student to move without delay into the upper division portion of his degree program. Freshman or sophomore courses need not necessarily be considered to be the equivalent of junior- or senior-level courses offered at the receiving institution.

Baccalaureate programs in many disciplines require specific lower division coursework which must be completed in the freshman and sophomore years if the associate of arts degree is to signify a halfway point in the progression toward the bacclaureate degree. This policy is in no way intended to relieve the student of the responsibility for completing the programmatic prerequisites and requirements of the baccalaureate program which he intends to follow at a particular four-year institution.

The method by which institutions may obtain the approval of the Ohio Board of Regents to offer an associate of arts/associate of science degree is found in Section 401.0 of this manual.

Associate of Applied Business/Associate of Applied Science

These degrees are awarded in recognition of successful completion of two-year technical education programs which require a minimum of ninety quarter credit hours of course enrollment in a specialized degree program aimed at preparing a student for entry into a specific occupation. Curricular standards for degrees are set forth in Rule 3333-1-04.

Graduates of these programs who wish to extend their studies to a baccalaureate degree may enter specific "two-plus-two" technical degree programs (e.g., Bachelor of Technology) without substantial loss of credit. Several such programs are available on four-year campuses.

Graduates of these programs who wish to extend their studies to other baccalaureate programs need a substantial amount of advanced lower division coursework. Approximately one-fourth of each associate of applied science or associate of applied business curriculum is devoted to general education and a second one-fourth is devoted to basic studies. These portions should be transferable. The technical courses contained in the degree programs will generally be reviewed on an individual basis by the receiving four-year institution for each technical student desiring to transfer.

The Board of Regents has developed and approved a standard taxonomy of technical program titles which should be used by all campuses in the titles of the Associate of Applied Business and Associate of Applied Science degrees. This taxonomy can be found in Section 500.0 of this manual.

To qualify for approval as an associate degree program, a proposed technical program must meet the following criteria, in addition to meeting curricular standards contained in Rule 3333-1-04:

(1) Employment of at least one full-time faculty member to give leadership to the program;

(2) A minimum projected enrollment of fifteen first-year students;

(3) A minimum projected enrollment of twelve second-year students;

(4) A minimum of eight students expected to graduate by the end of the fourth year of the program's operation; and

(5) A minimum projected average placement of seventy-five percent of its graduates who are available for employment in jobs which are related to the technology.

Exceptions to the above criteria may be made for programs which:

(1) Are subject to standards set by an accrediting or licensing agency which make meeting these criteria physically or financially impossible, or

(2) Are designed primarily to serve an in-service educational function, and are so designated by the staff of the Board of Regents.

Technical associate degree programs are approved for a period of up to five years. The Board of Regents will periodically review all technical associate degree programs as outlined in Section 700.0 of this manual.

The methods by which institutions may obtain the approval of the Ohio Board of Regents to offer a new associate of applied business/science degree is found in Section 401.0 of this manual.

MAJORS

Campuses which have approved Associate of Applied Business or Science degrees under a particular title may offer majors under that title. Majors should consist of eighteen to twenty-four quarter credit hours (or equivalent semester hours) which constitute an area of specialization under an appropriate approved degree program title.

To reduce the possibility of enrollment dilution, campuses should generally limit the number of available majors under any one approved associate degree program to four. Titles which should be used for describing majors are found in Section 500.0 of this manual.

The method for obtaining approval to offer a major can be found in Section 402.0 of this manual.

TECHNICAL ELECTIVES

In the design of technical curricula, providing students with opportunities to select one or two out of a number of technical courses available results in greater flexibility for both the student and the institution. This may be especially advisable in the second year of a technical curriculum.

Campuses seeking to introduce new courses to a particular program as technical electives which would result in the addition of fewer than eighteen quarter credit hours (or equivalent semester hours) should request approval of the Vice Chancellor for Two-Year Campuses. The request should contain the reasons for making the request, a list of courses to be added, and the revised program summary and classification of courses.

ONE-YEAR TECHNICAL PROGRAMS

To achieve the objective of providing the greatest latitude of programmatic access while minimizing the duplication of courses and laboratory equipment across the state, the Ohio Board of Regents has authorized campuses to develop and offer one-year programs which are generally the first year of a two-year associate degree program. Students who complete such programs generally receive certificates for the completion of forty-five to fifty-five quarter credit hours (or equivalent semester hours) of coursework, of which no less than twenty-seven and no more than thirty-three quarter (or equivalent semester) credit hours are technical courses. Students who complete one-year programs should be able to complete an associate degree at either their "home" campus, or at another institution with which an articulation agreement has been arranged, in an appropriately related technical associate degree program. Such an arrangement should assure that students will be admitted to the second-year level with no loss of credit, and that full-time students will be able to complete an appropriate associate degree in no more than one year.

Because some students will choose not to continue to the second year of the program because of distance to the cooperating campus or other reasons, the technical component of the first year of a one-plus-one program should be designed in such a way as to assure students of a specific employment possibility at the conclusion of the first year of the program. The first year's technical coursework should provide a minimum level of technical competency which would permit the student to work at an entry or intermediate level in that technology.

A number of programs have been identified as being particularly appropriate for one-plus-one arrangements. They are found in Section 500.0 of this manual.

The method by which a two-year campus may obtain approval to initiate a one-year program can be found in Section 404.0 of this manual.

Associate of Technical Study

The Associate of Technical Study is awarded for successful completion of an individually planned technical education program designed to respond to needs for specialized technical education not currently available in the formal degree programs available on a particular campus. As with all technical associate degree programs, the program leading to an Associate of Technical Study must have an area of concentration which is equivalent to forty-five quarter credit hours in technical studies which are clearly identifiable with a career objective.

The area of concentration can be formed either by:

(a) a coherent combination of technical courses selectively drawn from two or more technical programs currently offered by the awarding institution to serve a career objective which would not be adequately addressed by one of those existing programs; or by

(b) courses completed or training received by a student at other postsecondary institutions, vocational centers, or other educational enterprises judged by the institution to be of college level and for which the institution awards degree credit, to a maximum of forty-five quarter credit hours (or equivalent semester hours), prior to the declaration of candidacy for the degree.

The actual degree awarded must contain the name of the student's area of concentration, e.g., Associate of Technical Study in Diesel Technology. Extensive individualized academic advisement may be necessary for the planning of such programs, and each candidate for this degree must complete an associate of technical study application which identifies the area of concentration and designates courses to be taken to complete the degree. Such a plan must be completed prior to the student's having earned sixty quarter credit hours at the awarding institution.

When the area of concentration is formed by credits granted by the awarding institution for instruction completed elsewhere, the institution shall report annually the number of students receiving this degree by areas of concentration.

Graduates of this program who wish to extend their studies to a baccalaureate degree may enter a specific baccalaureate of General Studies program designed on the two-plus-two concept, without substantial loss of credit. Several such programs are available on four-year campuses.

Graduates of these programs who wish to extend their studies to other baccalaureate programs may need a substantial amount of lower division coursework. Students satisfactorily completing this degree must assume that the four-year institutions may evaluate their credits on a course-by-course basis.

The method by which campuses may obtain approval of the Ohio Board of Regents to award the Associate of Technical Study degree may be found in Section 401.0 of this manual.

Associate of Individualized Study

This degree is awarded for the satisfactory completion of a minimum of ninety quarter credit hours in an individually planned educational program. The curriculum is to be designed largely by the student with the assistance of a designated faculty advisor. The program leading to this degree must contain an area of concentration which is formed either by:

(a) an intra-institutional, interdisciplinary, but coherent combination of courses drawn from the curriculum of the awarding institution; or by

(b) up to sixty quarter credit hours (or equivalent semester hours) awarded by the institution for documentable educational experiences or courses completed at other postsecondary institutions, or educational enterprises judged by the institution to be of college level; or by

(c) an unusual but academically coherent combination of technical and general studies courses.

Prior to completion of sixty quarter credit hours, each degree candidate must complete an associate of individualized study application form outlining his or her intended area of concentration and designating course areas for further study to culminate this plan. Following approval of the application, each candidate will be required to complete no less than thirty quarter credit hours of coursework under the supervision of the institution granting the degree.

Alternate programs for this degree might be those in which the first sixty quarter credit hours were earned at other institutions, private or public. Another alternate might also include an unusual but acceptable mixture of technical and general studies courses.

Graduates of this program who wish to extend their studies to a baccalaureate degree may enter specific baccalaureate of General Studies program designed on the two-plus-two concept, without substantial loss of credit. Several such programs are available on four-year campuses.

The method for obtaining Board approval to offer the Associate of Individualized Study degree can be found in Section 401.0 of this manual.

Associate of Labor Studies

This degree is awarded for the satisfactory completion of a minimum of ninety quarter credit hours in a program with a major emphasis which is equivalent to a minimum of 45 quarter credit hours in studies relating to the leadership of labor unions, with the balance of required credit hours more or less evenly divided between basic-related studies and general studies. Programs in labor studies are designed to provide a broader understanding and perspective of economic, social, and political problems of our society and the role which labor unions and workers should play in it, and to equip members of labor organizations with skills needed to exercise their union and civic responsibilities.

Approval of these degrees will be restricted to a very small number of two-year campuses in the state, in locations where the need for such programs has been established in cooperation with statewide representatives of labor organizations.

The method for obtaining Board of Regents' approval to offer the Associate of Labor Studies degree can be found in Section 401.0 of this manual.

Proposals for New Associate Degree Programs

The following procedures should be followed by state-assisted colleges and universities seeking Board of Regents' approval of a new associate degree or degree program.

REQUEST PRELIMINARY APPROVAL

(1) Any state-assisted college or university desiring to introduce a new degree or new degree program should obtain preliminary approval at least six months prior to formal application, preferably before November 1 of each year. Preliminary approval may be obtained by presenting the request to the Vice Chancellor for Two-Year Campuses of the Ohio Board of Regents. The request should indicate:

(a) the reasons for considering such a program,

(b) the number of students expected to enroll,

(c) the availability of similar programs offered by other institutions (public, private, or proprietary) within a thirty mile radius of the requesting institution, and

(d) preliminary cost estimates.

The format for requesting preliminary approval can be found in Section 405.0 of this manual.

(2) All requests for preliminary approval which have been received by the Vice Chancellor for Two-Year Campuses by the last day of the month preceding a regularly scheduled meeting of the Two-Year Campus Leadership, will be mailed to the Two-Year Campus Leadership for discussion at its next meeting. Institutions desiring to present concerns about the request should either use this opportunity to do so, or present these concerns to the Vice Chancellor within a week after the date of the meeting. The Vice Chancellor for Two-Year Campuses will discuss requests for preliminary approval of health technology programs with the Vice Chancellor for Health Affairs. Within two weeks following discussion at the Two-Year Campus Leadership meeting, the Vice Chancellor will inform the requesting institution of the action which has been taken on the request.

(a) Preliminary approval granted: The institution may proceed with the process of formal proposal development as outlined below. Preliminary approval will be withdrawn if a formal proposal for Board of Regents' consideration has not been submitted within two years of the date preliminary approval was granted.

(b) Preliminary approval pending: Approval temporarily withheld, additional information or consultation required.

(c) Preliminary approval denied: This action would be taken if it is the judgment of the Vice Chancellor for Two-Year Campuses that no additional programs of that type are needed in the state, that the program would duplicate existing programs unnecessarily, or for other good and sufficient cause which would be specified at the time such action is taken. Institutions may appeal this decision to the Two-Year Campus Committee of the Board of Regents.

FORMAL PROPOSAL DEVELOPMENT

Institutions have found the following procedures to be useful in the development of technical associate degree program proposals:

(a) Form local advisory committee, comprised of individuals who are not employed by the institution, and who either earn their living doing that for which the program would prepare students, or would be the most likely employers of such individuals.

(b) If the institution and the advisory committee deem it desirable, engage a consultant.

(c) Determine the goals of the program.

(d) Conduct a local needs survey which assesses the potential job opportunities for graduates of the program, and assesses the extent of student interest in enrolling in the program.

(e) Consult with other institutions (public, private, or proprietary) within a thirty mile radius to determine whether the program would duplicate an offering currently available in the area.

(f) If the program is offered elsewhere in the state, consult with another campus which offers the program.

(g) Determine curricular objectives.

(h) Develop curriculum.

(i) Project costs and physical facility factors.

(j) Obtain internal approvals.

(k) Prepare formal proposal for submission to the Board of Regents.

FORMAL PROPOSAL SUBMISSION

(1) Formal proposals for new degree programs should be presented to the Ohio Board of Regents for consideration after all internal clearances or approvals have been provided, including approval by the board of trustees of the institution, when appropriate. The format in Section 406.0 of this manual should be followed.

Ten copies of the proposal for a new degree or a new degree program should be presented to the Vice Chancellor for Two-Year Campuses at least three weeks preceding the meeting of the Board at which final approval is requested. The proposal will provide all the information outlined as follows:

(a) A designation of the title of the new degree program with a brief description of its purpose. (For technical programs, it is expected that campuses will generally use the program titles contained in the approved standard taxonomy of technical programs. See Section 500.0 of this manual.)

(b) Evidence of the need for such a program. Technical programs should include employment opportunities, and how these opportunities were determined. State universities operating multi-campus branches, and community colleges with more than one campus, should apply for approval of degree programs based upon the needs of the particular area which that campus serves. Approval of degree programs will be issued on the basis of individual campuses.

(c) Prospective enrollment, including the procedure by which this was established.

(d) A summary and classification of each course comprising the curriculum in accordance with the standards set forth in Ohio Board of Regents' Rule 3333-1-04.

(e) A catalog description of each new course required for the degree program.

(f) A description of the administrative arrangements for the program, including the department, school, or college which will bear primary responsibility for the program.

(g) The availability and adequacy of facilities and equipment for the program.

(h) A completed "summary of associate degree program proposal" form.

(i) A report of consultation held with nearby campuses (public, private, or proprietary).

(j) Information concerning the use of consultants and advisory committees in the development of the degree or degree program proposal.

(2) In view of the objectives of baccalaureate parallel education, proposals for the ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE degrees need not include:

(a) Input from citizen advisory committees. Advisory committees comprised of faculty members from both two-year and four-year campuses, however, are advisable.

(b) Projections of employment opportunities for graduates.

With those exceptions and in addition to the above, proposals for the Associate of Arts/Associate of Science degrees should include:

(a) Areas of concentration which shall be made available to students for transfer purposes under this degree program (e.g., English, History, Political Science, Physics, pre-professional programs).

(b) Reports of articulation negotiations or agreements with four-year institutions for receiving program graduates with no loss of credit.

(c) The institution's plan for evaluating the program.

(3) Proposals for the ASSOCIATE OF TECHNICAL STUDY or the ASSOCIATE OF INDIVIDUALIZED STUDY should include:

(a) A description of the program's rationale.

(b) A listing of the areas of concentration which are proposed, if those areas of concentration are to be provided by educational enterprises other than the awarding institution.

(c) If the student's area of concentration is to be formed by an intra-institutional interdisciplinary program, list examples of possible areas of concentration (with descriptions of occupations for which such a concentration would prepare the graduate, if an Associate of Technical Study).

(d) A description of the administrative arrangements for the program.

(e) A description of the procedures by which students are admitted to the degree program, and a copy of the secondary application to be used for the program.

(f) A listing of the criteria to be used in the approval or denial of the program, a description of program planning procedures, and the method by which the program can be modified.

(g) The academic and curricular requirements for graduation.

(h) If the area of concentration is to be provided by educational enterprises other than the awarding institution, describe the method by which such educational experiences will be evaluated for credit. (Include the maximum number of credits which may be awarded in this manner.)

(i) A listing of the educational enterprises with which formal agreements have been executed if the area of concentration is to be provided by that means.

(j) A description of the procedures to be used in counseling the student.

(k) The means by which the institution plans to evaluate the program.

(l) The financial impact of the program. (May be included on the Summary of Associate Degree Technical Program Proposal.)

(4) The proposal will be reviewed by the Vice Chancellor for Two-Year Campuses. The Vice Chancellor may refer the proposal to a consultant or to an advisory committee for evaluation in terms of need and in terms of standards for desired performance.

(5) In approving technical degree programs, the Board of Regents will consider the manpower needs for the program on a statewide basis. On the basis of this statewide consideration, the Board may feel that several programs of a particular type are needed in a particular section of the state. Similarly, the Board's study may reveal that only one program of a particular type is necessary for the entire state.

(6) The Vice Chancellor will present a recommendation to the Chancellor of the Board of Regents for approval or disapproval of each proposal received by the Board. The interested institution shall be given an opportunity to present a statement of position on the matter at the same time.

(7) The Ohio Board of Regents will consider the approval or disapproval of each formal proposal at an official and regularly scheduled meeting of the Board.

(8) Technical programs will be approved for a period of up to five years unless otherwise stipulated by the Board of Regents at the time approval is granted.

Proposals for the Addition of Technical Electives

(1) Campuses seeking to add up to seventeen credit hours in new technical elective courses as substitute courses for required technical courses in an approved technical program should request the approval of the Vice Chancellor for Two-Year Campuses.

(2) The request should contain:

(a) The reasons for making the request.

(b) A listing of the new courses to be added.

(c) Anticipated enrollment in the courses, and the minimum number of students required before the course will be offered.

(d) A revised curriculum sheet indicating the required technical courses for which the electives may be substituted.

(3) The Vice Chancellor for Two-Year Campuses will notify the requesting campus of approval or denial within thirty days of receiving the request.

(4) If approved, the Vice Chancellor will inform the Management Information office of the Board of Regents of the additions to the approved course inventory for the campus.

Approval of Technical Majors

Campuses which have approved associate of applied business or science in (title of program) degrees may offer majors under that title by obtaining the approval of the Vice Chancellor for Two-Year Campuses.

(1) Majors should consist of eighteen to twenty-four quarter credit hours (or equivalent semester hours) which constitute an area of specialization under an appropriate approved degree program title.

(2) Campuses desiring to offer majors under an approved degree title will submit a request for preliminary approval, following the procedures for preliminary approval as outlined in Section 401.0 of this manual.

(3) If preliminary approval is granted, the campus should submit a Proposal for Technical Major. The proposal should include:

  (a) current enrollments in the associate degree program for which major is proposed.

  (b) anticipated enrollments in the proposed major.

  (c) the job placement record of the associate degree program for which the major is proposed.

  (d) a list of new courses to be added.

  (e) a summary and classification of each course comprising the curriculum of the two-year program.

(4) The Vice Chancellor for Two-Year Campuses will review the proposal and will notify the requesting institution of approval or denial within thirty days of receiving the request.

(5) If approved, the title of the major will be entered on the Ohio Board of Regents' official listing of approved programs, and the Management Information office of the Board will be notified of the courses to be added to the course inventory of the campus.

The format for proposing technical majors may be found in Section 407.0 of this manual.

Approval of One-Year (1 + 1) Programs

Inasmuch as one-year programs are the first half of a two-year associate degree program, campuses seeking to initiate new one-year programs should request approval in the manner described in Section 401.0 of this manual.

In addition to the information requested for all associate degree proposals, proposals for one-year programs should include:

(a) The name of the institution which will be offering the second year of the program, along with a letter from that institution assuring that students will be admitted to the second year of the program with no loss of credit;

(b) The title of the associate degree which students who complete the second year will receive;

(c) A summary and classification of course form for the second year of the program.

OHIO BOARD OF REGENTS
Request for Preliminary Approval

______________________ requests preliminary approval of the Vice Chancellor for Two-Year Campuses of the Ohio Board of Regents to:
Name of Campus

☐ Develop proposal for a new two-year ASSOCIATE DEGREE program.

Title of Program: ______________________

☐ Offer a MAJOR under an associate degree program already approved for this campus.

Title of Program: ______________________

Title of Major: ______________________

☐ Offer a one-year program.

Title of Program: ______________________

Cooperating Campus: ______________________

____
Signature of Campus Official Making Request

____
Date of Request

Return to: Dr. Max J. Lerner
Vice Chancellor for Two-Year Campuses
Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, OH 43215

Date Discussed with Two-Year Campus Leadership: ______________________

OBR STAFF ACTION:
☐ Approved
☐ Denied
☐ Held for further consideration
☐ Comments/Conditions ______________________

____
Date

____
Vice Chancellor for Two-Year Campuses

I. Why is this proposed addition to the curriculum necessary?

II. Is this program/major currently offered by any postsecondary institution (public, private, or proprietary) within a thirty mile radius of the requesting campus?

A. Yes ☐ No ☐
B. If yes, name of institution: ______________________________
C. If yes, why should an additional program in the area be initiated?

III. Preliminary estimate of additional costs which would be incurred by the addition of this program/major, taking into account the costs of new faculty, equipment, remodeling, and other instructional and indirect costs:

IV. Preliminary estimate of headcount enrollments :

	19__ - 19__	19__ - 19__
First Year Students		
Second Year Students	0	
Total		

OHIO BOARD OF REGENTS

Proposal for New Associate Degree Program

Title of Degree Program: ______________________________

Name of Institution/Campus: ______________________________

Spokesman: Name ______________________________

Title ______________________________

Address ______________________________

____

Telephone ______________________________

Proposal Date: ______________________________

OBR Action:

☐ Approved

☐ Denied

☐ Tabled

Date: ________________

PART I: SUMMARY OF ASSOCIATE DEGREE TECHNICAL PROGRAM PROPOSAL
(Submit separately from the bound proposal)

Name of Institution Requesting the New Program ____________________

Title of New Program ____

Date ________ Spokesman ____________________ Title ________________

Date of Preliminary Approval by the Vice Chancellor
for Two-Year Campuses ________________

1. Number of Students Expected to Enroll in This Program: (Fall Quarter)

	19__	19__	19__
Headcount full-time (12 or more hours) . . .			
Headcount part-time			
Total FTE Students (Student cr. hrs. ÷ 15) .			

2. Recognizing that some students would have enrolled in other degree programs if this were not offered on your campus, estimate the number of the above mentioned students expected to be enrolled in your institution solely because this program is offered:

	19__	19__	19__
Headcount full-time (12 or more hours) . . .			
Headcount part-time			
Total FTE Students			

3. Number of New Quarter Courses to be Offered:

1st Year	2nd Year

4. Number of Additional Technical Faculty Needed:

	1st Year	2nd Year
Full-time		
Part-time		
FTE Faculty . . .		

5. Net increase in Total FTE (Technical and General Studies) Faculty Due to New Program ________ over two-year period.

6. Estimated New Income Based on Additional Enrollees as Indicated in Item 2, Page 1:

	1 Yr	2 Yr	3 Yr	19__	19__	19__
a. State FTE subsidy (multiply program subsidy level dollars times FTE students)						
General studies FTE*	____	____	____			
Technical studies FTE*	____	____	____			
Subtotal						
b. Student instructional fees (academic year)						
c. Other income (grants, endowments, etc.)						
Total Income . . .						

*Enter 1/2 of FTE shown in Item 2, Page 1

7. Additional Costs to be Incurred through Establishment of New Program:

	19__	19__	19__
a. Estimated cost of new faculty			
b. Estimated cost of supportive faculty			
c. Other estimated instructional costs .			
d. Estimated cost of needed equipment .			
e. Estimated cost of remodeling or new space			
f. Estimated indirect costs			
g. Estimated other costs			
Total Costs . . .			

8. Financial Summary:

	19__	19__	19__
a. Total income			
b. Total extra cost			
Gain or Loss . . .			

9. Number of Anticipated Graduates of the New Program Over Three-Year Period, by Year:

19__	19__	19__
2nd Yr	3rd Yr	4th Yr

10. Anticipated Job Openings for Pre-Service Graduates Over Three-Year Period, by Year:

19__	19__	19__
2nd Yr	3rd Yr	4th Yr

11. Survey of Proximate Institution Offering/Operating Same Program:

a. Date of survey visit to nearby institution ____________
b. Briefly relate information exchanged between the two institutions in regard to offering this program as a cooperative venture:

____

____

____

____

c. Why should nearby institution not serve your area's students in this technology? ____________

____

d. Name of nearby institution ____________
(1) Distance from your campus ____________
(2) Number of enrolleees in the program

Headcount full-time ______
Headcount part-time ______
Full-time equivalent ______

(3) Number of years this program has been operative ______
(4) Number of program graduates in preceding year ______
(5) Number of above graduates in jobs related to training ______

PART II: PROGRAM INFORMATION

A. Title of Program: ______________________________

B. Describe the general purpose of this program and list program objectives If a technical program, list representative job titles for which graduates would be qualified. (Please limit to one page.)

C. Provide evidence of need. (Need should relate both to adequate student demand for the program, and adequate demand for the graduates of the program.)

D. Anticipated enrollments:

		19__-19__	19__-19__	19__-19__	19__-19__	19__-19__
First-Year	Full-time					
Students	Part-time					
	Second-Year	Full-time				
	Students	Part-time				

E. Provide a summary and classification of the courses comprising the program by quarter, assuming full-time enrollment.

SUMMARY AND CLASSIFICATION OF COURSES

Institution

Associate Degree Program

Date

		Clock Hours		Credit Hours		
Course No.	Course Title	Class	Lab	Basic	Non-Tech	Tech

36

F. Provide a description of each NEW course which will be required for the program if it is approved, as it will appear in the catalog.

PART III: PROGRAM SUPPORT INFORMATION

A. Describe the administrative arrangements for the program, including the department, school, or college which will bear primary responsibility for the program.

B. Discuss the availability and adequacy of facilities and equipment required for the program. If present facilities are inadequate and required equipment unavailable, provide a list of what is necessary, the costs, and the source of the funding for the additions, renovations, or equipment.

C. Provide the names, addresses, and positions of advisory committee members, (and consultants engaged, if appropriate) who participated in the development of the program proposal. Briefly describe the extent of this participation.

D. Report on the consultations which have been held with other campuses which offer this program elsewhere in the state. Also report on consultations held with nearby institutions (public, private, or proprietary).

PART IV: SPECIFIC INFORMATION REQUESTED FOR ASSOCIATE OF ARTS/SCIENCE, ASSOCIATE OF TECHNICAL STUDY, ASSOCIATE OF INDIVIDUALIZED STUDY, AND ONE-PLUS-ONE PROGRAMS.

This section of the proposal should be used to present the specific information not otherwise presented which is requested for one of the above associate degree programs, as listed under the appropriate heading in Section 401.0 of this manual.

Ohio Board of Regents

Request for Approval of a Technical Major

Title of Associate Degree Program:

Title of Proposed Major:

Name of Institution and Campus:

Official Making Request: Name

Title

Address

Telephone

Date Preliminary Approval Granted:

Date Request Submitted:

Please Return to: Dr. Max J. Lerner
Vice Chancellor for Two-Year Campuses
Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, OH 43215

Action Taken:

Date

- ☐ Approved
- ☐ Denied
- ☐ Held for further consideration
- ☐ Comments/Conditions

Vice Chancellor for Two-Year Campuses

I. Description of major and reasons for the request.

II. Report the number of students (headcount) enrolled in the associate degree program for which major is proposed for the past five years.

	19__-19__	19__-19__	19__-19__	19__-19__	19__-19__
Freshmen					
Sophomores					
Total					

III. A. Are any other majors currently offered under this associate degree title? Yes ☐ No ☐

B. If yes, identify, and report current headcount enrollment.

Major Title	Headcount Enrollment

IV. A. Estimate total number of students expected to enroll in proposed major:

First year of operation _________
Second year of operation _________

B. Estimate the number of these students who are expected to enroll in requesting campus solely because this major is offered:

First year of operation _________
Second year of operation _________

V. Report the number and percentage of graduates from this program in previous year who were available for employment and were placed in jobs related to their technology.

A. Total number of graduates _____
B. Number available for employment _____
C. Number placed in jobs related to technology _____ Percentage (C/B) _____

VI. Has the addition of this major been discussed with the program advisory committee? Yes ☐ No ☐

VII. List new courses to be added to the curriculum if this request is approved:

Course Title	Credit Hours

VIII. On the following page, provide a summary and classification of the courses comprising the program by quarter, assuming full-time enrollment. Designate new courses with an asterisk (*) in the "course number" column.

SUMMARY AND CLASSIFICATION OF COURSES

Institution

Associate Degree Program

Date

Major in

Course No.	Course Title	Clock Hours Class	Clock Hours Lab	Credit Hours Basic	Credit Hours Non-Tech	Credit Hours Tech

IX. Summarize the financial impact of the addition of this major as follows:

	19__-19__	19__-19__	19__-19__
a. Projected additional FTE			
b. General studies subsidy income (½ FTE x GS model)			
c. Technical subsidy income (½ FTE x Technical model)			
d. Student fee income (3 qtrs.)			
e. Other income* (if any)			
f. Total additional income			
g. Additional faculty costs			
h. Equipment costs			
i. Other capital costs* (if any)			
j. Library/Media/Supplies			
k. Indirect costs			
l. Other costs* (if any)			
m. Total costs			
n. Annual balance: Gain or Loss			

*o. Identify:

ANNUAL NEW PROGRAM ENROLLMENT REPORT

Institutions which have associate degree technical programs approved by the Board of Regents from September 1 through August 30 of each year will report the actual enrollments in these programs as of the fourteenth calendar day after the first day of classes of the Fall term of initiation of the program and will report the number of additional faculty hired to the Vice Chancellor for Two-Year Campuses by December 1 of each year. The format for this report is on the following page.

Form 408.1
New Program
Enrollment Survey

Two-Year College Survey of Technical Education Enrollees and Faculty, By Program

College ______________________________ Submitted By ______________________________

Please Submit to the Office of the Vice Chancellor for Two-Year Campuses by 10/1/1979

	PART 1				
ASSOCIATE DEGREE PROGRAMS	Fall 1978 Enrollments			Additional Technical Faculty Count	
OBR Approved Sept. 1, 1977 Aug. 30, 1978 (Operative Fall 1978) Technical Education Program Titles	FULL-TIME	PART-TIME	FTE	FULL-TIME	PART-TIME
1					
2					
3					
4					

DO NOT DUPLICATE ABOVE NUMBERS

	PART 2				
ASSOCIATE DEGREE PROGRAMS	Post-August 1977 Enrollment			Additional Technical Faculty Count	
OBR Approved Prior to Sept. 1, 1977 (But Not Operative Until After That Date) Technical Education Program Titles	FULL-TIME	PART-TIME	FTE	FULL-TIME	PART-TIME
1					
2					
3					
4					

Taxonomy of Technical Program Titles: General

The following pages contain the approved taxonomy of technical program titles in the five categories of business, engineering and industrial, health, agricultural and natural resource, and public service technologies. Institutions offering technical education programs will be expected to use these titles to describe programs leading to the associate of applied business and associate of applied science degrees, as well as to approved majors and one-year programs. Definitions of what constitutes an associate degree program, an approved major, and an approved one-year program are found in Section 302.0 of this manual.

Titles identified by whole numbers in the taxonomy are generally those which should be used in the titles of associate degree programs. (For example, Associate of Applied Business in Business Management.) Decimal subdivisions identify a number of titles which may be used to describe approved majors, e.g., Associate of Applied Business in Business Management, with a major in Purchasing. Titles which are designated as titles for majors may also be used to designate a freestanding associate degree, e.g., Associate of Applied Business in Purchasing, if such a program would meet the criteria for associate degree programs specified in Section 302.0 of this manual. Furthermore, titles which are designated as majors under an associate degree title are not necessarily limited to that program title, but may be used as a major under another appropriate associate degree program. For example, campuses which have an approved associate degree program in Business Management, but not in Marketing and Sales, may be approved to offer an Insurance major to students enrolled in the Business Management program, even though Insurance is assigned to the Marketing and Sales degree program title in the taxonomy. Finally, titles identified as associate degree titles may also be used to describe a major under another approved associate degree program title if it is reasonable and appropriate to do so. For example, Property Management/Real Estate may be approved to be offered as a major under Marketing and Sales or under Business Management.

Several of the taxonomic categories also specifically list a number of one-year program titles. (See Section 302.0 for the definition of one-year programs.) These titles may also be used to describe majors under an appropriate approved degree title, and in some instances, may be appropriate descriptors for freestanding associate degree programs. In addition to the titles which are specifically designated as one-year program titles, the titles identified as "majors" may also be used to describe one-year programs when appropriate, e.g., "General Secretarial."

An official inventory of all approved technical programs will be maintained by the Ohio Board of Regents, and will be appended to this manual. An annual update of this inventory will be mailed to the holders of this manual on September 1 of each year.

- 100.0 Business Technologies
  - 101.0 Accounting
    - 101.1 Bookkeeping
  - 102.0 Art and Design
    - 102.1 Commerical Art
    - 102.2 Graphic Arts
    - 102.3 Interior Design
    - 102.4 Photography
    - 102.5 Fashion Illustration
  - 103.0 Business Management
    - 103.1 Aviation Management
    - 103.2 Purchasing
    - 103.3 Retail Management
    - 103.4 Small Business Management
    - 103.5 Wholesale Management
  - 104.0 Data Processing
    - 104.1 Computer Programming
    - 104.2 Data Center Management
  - 105.0 Financial Management
    - 105.1 Banking/Finance
    - 105.2 Savings and Loan Management
    - 105.3 Consumer Credit Management
  - 106.0 Hospitality Management
    - 106.1 Culinary Arts
    - 106.2 Food Service/Restaurant Management
    - 106.3 Hotel Management
    - 106.4 Housekeeping Management
  - 107.0 Legal Assisting
  - 108.0 Marketing and Sales
    - 108.1 Advertising/Public Relations
    - 108.2 Industrial Marketing
    - 108.3 Insurance
  - 109.0 Office/Secretarial
    - 109.1 Court/Conference Reporting
    - 109.2 General Secretarial
    - 109.3 Executive Secretarial
    - 109.4 Legal Secretarial
    - 109.5 Medical Secretarial
    - 109.6 Office Management
    - 109.7 Word Processing
  - 110.0 Real Estate/Property Management
  - 111.0 Traffic/Transportation
    - 111.1 Logistics Management

100.0 Business Technologies

101.0 Accounting
Preparation for keeping books of accounts; compiling and preparing financial statements and reports; supervising activities of those engaged in bookkeeping and accounting; conducting audits and cost analyses.

101.1 Bookkeeping
Preparation for verifying and entering details of transactions; summarizing details on separate ledgers; transferring data to general ledgers; and completing books of accounts through the trial balance.

102.0 Art and Design
Preparation for the commercial applications of the graphic visual arts and design. Programs are available in five career areas:

102.1 Commercial Art
Preparation for employment as artists in advertising agencies, art studios, printing companies, department stores, and newspapers.

102.2 Graphic Arts
Preparation in the layout, design, presswork, and other graphic arts required for publication; preparation in printing and publishing companies.

102.3 Interior Design
Preparation for employment as designers of residential and commercial interior (including planning and selection of furnishings, wall and floor coverings, draperies, accessories, etc.), in interior design studios, architectural firms, retail department and furniture stores, and other businesses dealing with interior furnishings.

102.4 Photography
Preparation for employment as free-lance photographers, in commercial photographic studios, and in advertising agencies, printing companies, and communications media.

102.5 Fashion Illustration
Preparation in drawing and rendering techniques that concern fashion art as used in retail advertising.

103.0 Business Management
Preparation for serving in a line or staff relationship at mid-management level in business or industry, including careers in office management, personnel management and credit management. Also available are a number of programs which specialize in the management of specific types of businesses or business functions.

103. Aviation Management
Preparation for employment as management trainees with airline companies, in airports, or as passenger service/reservation agents.

103.2 Purchasing
Preparation to locate and select vendors and supervise delivery of materials necessary for construction, business and industry.

103.3 Retail Management
Preparation to serve at mid-management level in retailing organizations, to provide sales and marketing services appropriate to needs of the ultimate consumer.

103.4 Small Business Management
Preparation in the managerial skills required for individuals seeking to go into business for themselves or to manage a small business.

103.5 Wholesale Management
Preparation for mid-management positions in the sale and marketing of goods to anyone other than the ultimate consumer.

104.0 Data Processing
Preparation to design, write (code), and test computer programs based upon information provided by management, and to supervise data center operations. Specialized programs are also available in:

104.1 Computer programming
Intensive preparation for students with appropriate mathematical skills in writing programs in the various computer programs.

104.2 Data Center Management
Preparation in the maintenance of effective data storage systems and supervision of center operations and personnel.

105.0 Financial Management
Preparation for employment in all aspects of the finance industry including operations, loans, trusts and consumer services.

105.1 Banking/Finance
Preparation for employment in financial management in banking institutions.

105.2 Savings and Loan Management
Preparation for employment in financial management in savings and loan institutions.

105.3 Consumer Credit Management
Preparation for employment in lending institutions, organizations, and/or credit departments of retail organizations.

106.0 Hospitality Management
Preparation for careers in the food service and lodging industries. Specialized programs are available in:

106.1 Culinary Arts
Preparation for managing a kitchen--as chef--in a restaurant, hotel, club, ocean liner, or institution; training includes planning, preparing, and cooking meals, as well as using culinary skills in developing recipes; other skills related to supervising kitchen personnel and to inventory control.

106.2 Food Service/Restaurant Management
Preparation for entry level managing of either a restaurant or institutional food service operation. Management areas include training and supervising personnel; planning menus, kitchen and dining rooms; purchasing food, equipment, and furnishings; analyzing and controlling costs, orienting consumers.

106.3 Hotel Management
Preparation at mid-management level in: front office management; convention planning; sales; and the coordination of food service in hotels, motels, and other lodging facilities.

106.4 Housekeeping Management
Preparation as member of hotel management team responsible for the general cleanliness of the hotel, the preparation of rooms for guests, purchasing of housekeeping supplies, and the supervision of housekeeping staff.

107.0 Legal Assisting
Preparation to perform general and specific duties related to law in assisting attorneys, those in judicial capacity, and those in banking, insurance, and other areas of commerce dealing with matters pertaining to specific areas of law.

108.0 Marketing and Sales
Preparation for positions in the assessment, creation, and maintenance of the market demand for a particular product or service; selling goods and services to customers; and providing customer service. Specialized programs in this field are available in:

108.1 Advertising/Public Relations
Educating for prepation of advertisements and publicity for all media, including newspapers, magazines, radio, and television.

108.2 Industrial Marketing
Preparation to perform sales and marketing functions involving a specialized technical knowledge of products and/or services appropriate to industrial firms, manufacturers, business and governmental units.

108.3 Insurance
Preparation to work in life and health insurance or in property and liability insurance, which includes marketing, underwriting, investigating losses and processing claims.

109.0 Office/Secretarial

Preparation to perform secretarial and administrative duties for executives in all aspects of business and industry. Specialized programs are available in:

109.1 Court/Conference Reporting

Preparation to perform court/conference reporting duties, including stenotyping testimony, speeches, discussions.

109.2 General Secretarial

Preparation to perform secretarial and general office management duties.

109.3 Executive Secretarial

Preparation for secretarial positions at the administrative assistant level, with an emphasis upon shorthand skills, office personnel supervision, public contact, and other administrative secretarial skills.

109.4 Legal Secretarial

Preparation for secretarial positions with attorneys, legal firms, governmental and judicial agencies, with an emphasis upon legal forms, office procedures and terminology.

109.5 Medical Secretarial

Preparation to perform secretarial duties required by physicians, hospitals, and other health related professionals, with an emphasis upon medical office procedures and terminology.

109.6 Office Management

Preparation for office positioons such as office manager, information or records manager, or administrative assistant.

109.7 Word Processing

Preparation in applications of computer technology to secretarial functions in word processing centers, or the utilization of word processing equipment.

110.0 Real Estate/Property Management

Preparation to manage, lease, or sell residential, commercial, or industrial property.

111.0 Traffic/Transportation

Preparation to plan and supervise the safe and efficient movement of freight from source to destination by rail, truck, water, or air. A specialized program is available in:

111.1 Logistics Management

Preparation for management of the flow of materials in and out of military establishments and large industrial plants, including inventory control, storage, distribution, and transportation.

200.0 Engineering and Industrial Technologies

201.0 Civil Engineering Technology*
202.0 Electrical/Electronics Engineering Technology*
203.0 Industrial Engineering Technology*
204.0 Mechanical Engineering Technology*
205.0 Nuclear Power
206.0 Automotive
  206.1 Diesel
  206.2 Industrial and Off-Highway Power
207.0 Aviation
  207.1 Aviation Airframe
  207.2 Aviation Powerplant
208.0 Civil/Construction
  208.1 Architectural
  208.2 Concrete
  208.3 Highway Design
  208.4 Surveying
209.0 Construction Trades
210.0 Drafting/Design
  210.1 Engineering Modeling
  210.2 Machine Design
  210.3 Technical Illustration
  210.4 Tool/Die Design
211.0 Electrical/Electronics
  211.1 Avionics
  211.2 Biomedical Equipment
  211.3 Computer Electronics
  211.4 Electric Power
  211.5 Electro-Mechanical
  211.6 Instrumentation
  211.7 Laser Optics
  211.8 Telecommunications Electronics
212.0 Energy Management
213.0 Industrial Graphics
214.0 Industrial Laboratory
  214.1 Microprecision
  214.2 Scientific Measurement
215.0 Industrial Trades
216.0 Manufacturing/Industrial
  216.1 Ceramic
  216.2 Industrial Management
  216.3 Packaging
  216.4 Production/Inventory Control
  216.5 Quality Control
  216.6 Welding Fabrication

- 217.0 Mechanical
  - 217.1 Fluid Power
  - 217.2 Heating and Air Conditioning
  - 217.3 Heat Processing
  - 217.4 Numerical Control
- 218.0 Metallurgical
- 219.0 Mining
- 220.0 Petroleum
- 221.0 Plastics/Chemical
- 222.0 Industrial Technology One-Year Programs
  - 218.1 Building Inspection
  - 218.2 Foremanship
  - 218.3 Millwright
  - 218.4 Operating Engineer
  - 218.5 Plant Maintenance
  - 218.6 Stationary Engineer

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*These programs may be called engineering technology when mathematics and other content for preparing engineering technicians are included.

200.0 Engineering and Industrial Technologies

201.0 Civil Engineering Technology
Preparation to assist the engineer in designing and supervising construction and highway projects, including sanitation and mechanical systems.

202.0 Electrical/Electronics Engineering Technology
Preparation to assist the engineer in designing, developing, installing, and controlling electrical power production and distribution systems and/or electronic industrial and communication devices and systems.

203.0 Industrial Engineering Technology
Preparation to assist the engineer in planning, organizing, and controlling systems of people, materials, and machines utilized in production.

204.0 Mechanical Engineering Technology
Preparation to assist the engineer in the designing, building, testing, and maintaining machinery and new products in research, development, and manufacturing operations.

205.0 Nuclear Power
Preparation to operate and maintain nuclear reactors, including emphasis on safety and health factors, and calibrate and maintain instruments.

206.0 Automotive
Preparation to diagnose, maintain, and repair equipment and systems on self-propelled vehicles, including automobiles, trucks, motorcycles, and boats.

206.1 Diesel
Preparation to diagnose, maintain, and repair diesel powered trucks, automobiles, and other diesel powered equipment.

206.2 Industrial and Off-Highway Power
Preparation to diagnose, maintain, and repair engines and systems used in powering industrial machinery or other off-highway power equipment.

207.0 Aviation
Preparation to diagnose, inspect, maintain, and repair aircraft power plants, structures, rigging, and control systems for FAA airframe and power plant licensure.

207.1 Aviation Airframe
Preparation to diagnose, inspect, maintain, and repair aircraft structures, rigging and control systems.

207.2 Aviation Powerplant
Preparation to diagnose, inspect, maintain and repair reciprocating, turbojet and jet engines used to power aircraft.

208.0 Civil/Construction
Preparation for employment as technicians in designing and supervising construction and highway projects requiring knowledge and skills in construction methods and planning, materials, codes, specifications, and structures.

208.1 Architectural
Preparation to assist in developing plans for buildings or structures, supervising building of the structure, and landscaping its surroundings.

208.2 Concrete
Preparation in the use of concrete in construction industries, including characteristics of raw materials, design of concrete mix proportions, and analysis of special concretes and their applications.

208.3 Highway Design
Preparation for employment in the various phases of the planning and construction of roads and bridges.

208.4 Surveying
Preparation to perform highway, land, and topographic surveys, to verify accuracy of survey data and prepare sketches, maps and reports.

209.0 Construction Trades
Preparation to fulfill the related instruction requirements in selected apprenticeship training programs offered in cooperation with local joint apprenticeship committees. Students admitted may complete a program major in the trade being studied.

210.0 Drafting/Design
Preparation to plan, prepare, and interpret mechanical, architectural, structural, pneumatic, marine, electrical/electronic and topographical designs; also to design jigs, fixtures, dies, tools, mechanisms and machines.

210.1 Engineering Modeling
Preparation in the design by means of three-dimensional model structures and topographical models to scale, working from freehand sketches, flow sheets, floor layouts, photo drawings, and photographs.

210.2 Machine Design
Preparation for employment as a machine design technician, draftsman, or other specialist who requires knowledge of basic machine design, principles, and machine components.

210.3 Technical Illustration
Preparation to create pictorial representations, including cutaway and exploded views of industrial parts and products for use as visual aids, technical manuals and other publications.

210.4 Tool/Die Design
Preparation in the design of tools and tooling used in cutting, machining and milling; and dies used for blanking, piercing, forming and stamping operations.

211.0 Electrical/Electronics
Preparation to install, calibrate, test, and control electrical power production and distribution systems and/or electronic industrial and communication devices and systems.

211.1 Avionics
Preparation in the installation, calibration, repair and inspection of communications, navigation, and other electronic equipment aboard aircraft.

211.2 Biomedical Equipment
Preparation to maintain, calibrate, and evaluate performance of electro-mechanical equipment used in medical centers, hospitals, clinics, and research divisions of electronic firms.

211.3 Computer Electronics
Preparation for employment in design, troubleshooting, and servicing of circuits and hardware used in computer systems and interfacing computer system components from various manufacturers, including microprocessors and microcomputers.

211.4 Electric Power
Preparation for employment in the design, installation, control, and troubleshooting of rotating electric machinery and in the generation, transformation, and distribution of electric power.

211.5 Electro-Mechanical
Preparation to work with both mechanical and electrical controls and devices in planning, developing, installing, and troubleshooting devices combining electrical, electronic, and mechanical systems--including microprecision instrumentation.

211.6 Instrumentation
Preparation to install, calibrate, and maintain electrical and electronic equipment used in measurement and control, such as electrical sensing elements and transducers, electronic recorders and controllers, and electronic test equipment.

211.7 Laser Optics
Preparation in industrial applications of high power solid state and gas lasers in the cutting, trimming, welding, drilling, and scribing of materials.

211.8 Telecommunications Electronics
Preparation for employment in the design, installation, operation, and maintenance of television cameras, recorders, and other audio and video equipment and systems used in television and radio broadcasting.

212.0 Energy Management
Preparation in the auditing and reduction of residential, commercial, government, institutional and industrial energy utilization.

213.0 Industrial Graphics
Preparation for technical or supervisory employment in the graphics industries, including press operation and processes, copy preparation, estimating and pricing, design and typography, computer graphics, and other current printing industry practices and techniques.

214.0 Industrial Laboratory
Preparation to plan, execute, and communicate the results of physical, chemical and other laboratory tests on industrial materials and products.

214.1 Microprecision
Preparation for employment related to the design, manufacture, sales, maintenance, or installation of microminiature parts, mechanisms, and movements in measuring instruments and electro-mechanical devices.

214.2 Scientific Measurement
Preparation in the traditional and metric types of measurement for length, pressure, time, temperature, electrical units, force, mass, etc., as needed in the inspection, use, and care of precision measurement devices in industrial quality control and measurement systems.

215.0 Industrial Trades
Preparation to fulfill the related instruction requirements in selected apprenticeship training programs offered in cooperation with company based apprenticeship committees. Students admitted may complete a program major in the trade being studied.

216.0 Manufacturing/Industrial
Preparation for assignment in planning, organizing, and controlling the manufacturing operation, including supervisory and management techniques and systems used in production.

216.1 Ceramic
Preparation to serve as an assistant to the ceramic engineer; to work in such fields as glass, refractories and electronic ceramics; to assist in quality control, production supervision, and research and development.

216.2 Industrial Management
Preparation to assist the manufacturing and industrial manager in use of first-line supervisory techniques and systems in industry.

216.3 Packaging
Preparation to work as a technician in the design, development, testing, and manufacturing of packaging materials and machinery.

216.4 Production/Inventory Control
Preparation to assist the manager in preparing production orders, controlling machine loads, time study analysis, and inventory surveillance.

216.5 Quality Control
Preparation for employment in areas such as industrial inspection, quality assurance, and quality control, to assure adherence to product quality standards and for forecasting quality.

216.6 Welding Fabrication
Preparing the welding technician with knowledge and skills in both the new and traditional welding processes and applications, to understand ferrous and non-ferrous alloys, electrical welding controls, and automated systems.

217.0 Mechanical
Preparation in building, testing, and maintaining machinery, equipment and new products.

217.1 Fluid Power
Preparation in building, testing, and maintaining hydraulic cylinders, metering and control devices, and other components and systems in hydraulic, fluidic, and pneumatic power systems.

217.2 Heating and Air Conditioning
Preparation in planning, developing, installing, and producing machines and systems that control the temperature and environment of buildings, materials, or systems; to serve as troubleshooter for this environmental equipment.

217.3 Heat Processing
Preparation to supervise, operate, maintain and troubleshoot equipment and controls as pertain to heat processing, heat recovery, and energy producing industries using solid, liquid, gaseous and nuclear fuels.

217.4 Numerical Control
Preparation in programming and activating numerically controlled (N/C) and computer numerically controlled (C N/C) machines through tape control systems.

218.0 Metallurgical
Preparation to assist the engineer in conducting tests on metal, working in production plan design and development, and preparing metallurgical reports.

219.0 Mining
Preparation for technical and supervisory positions in underground and surface production operations, engineering surveying, environmental control, safety, Bureau of Mines' regulations and general management.

220.0 Petroleum
Preparation for work as a technician assisting the petroleum engineer and geologist in oil field exploration, supervision of rig construction, drilling, oil field services, and crude petroleum production.

221.0 Plastics/Chemical
Preparation to plan, manage, or supervise production of plastic products, to assist in exploring, testing, and improving new and existing chemicals and chemical products.

222.0 Industrial Technology One-Year Programs
222.1 Building Inspection
Preparation for inspecting buildings, proposed sites, property line placements, and setbacks and construction progress as employees of construction firms or governmental agencies.
222.2 Foremanship
Preparation for supervising skilled, semi-skilled, and other workers, usually including responsibility for equipment and material, work schedules, discipline and training workers.
222.3 Millwright
Preparation in the installation, alignment, maintenance, and repair of industrial equipment in the metals, chemical, and electro-mechanical industries.
222.4 Operating Engineer
Preparation in the operation and maintenance of large equipment such as bulldozers, earthmovers, cranes and road graders used to construct highways, structures, and related projects.
222.5 Plant Maintenance
Preparation in the supervision and execution of the maintenance program of an industrial plant, hospital, government, or other building complex.
222.6 Stationary Engineer
Preparation to operate and maintain boilers, diesel engines, turbines, generators, pumps, compressors and other machines and controls utilized in stationary steam plant operation in large building complexes.

- 300.0 Health Technologies
  - 301.0 Animal Health Assisting
  - 302.0 Dental Hygiene
  - 303.0 Dental Laboratory
  - 304.0 Dietetic
  - 305.0 Emergency Medical
  - 306.0 Medical Assisting
  - 307.0 Medical Laboratory
    - 307.1 Histologic
  - 308.0 Medical Record
  - 309.0 Mental Health Assisting
  - 310.0 Nursing
  - 311.0 Occupational Therapy Assisting
    - 311.1 Recreation Therapy Assisting
  - 312.0 Ophthalmic Dispensing
  - 313.0 Optometric Assisting
  - 314.0 Pharmacy
  - 315.0 Physical Therapy Assisting
  - 316.0 Physician Assisting
  - 317.0 Public Health
  - 318.0 Radiologic
    - 318.1 Nuclear Medicine
    - 318.2 Radiation Therapy Assisting
  - 319.0 Respiratory Therapy Technologist
  - 320.0 Surgical Assisting
  - 321.0 Allied Health One-Year Programs
    - 321.1 Dental Assisting
    - 321.2 Electrography (EKG/EEG)
    - 321.3 Optical Mechanics
    - 321.4 Practical Nursing*
    - 321.5 Renal Dialysis
    - 321.6 Respiratory Therapy Technician

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*Not currently funded by OBR

300.0 Health Technologies

301.0 Animal Health Assisting

Preparation to assist the veterinarian in all areas associated with the care and treatment of animals.

302.0 Dental Hygiene

Preparation to qualify by license to perform those duties that are permitted by the Dental Practice Act, such as prophylaxis, fluoride applications, x-rays, laboratory procedures, and patient education in private dental practices; or private and public dental clinics; school systems; local and state health departments; armed services; or other governmental agencies.

303.0 Dental Laboratory

Preparation to perform, from the dentist's instructions: highly skilled technical procedures in the fabrication of dentures, crowns, and bridgework in private practices and/or commercial dental laboratories or in public clinical laboratories.

304.0 Dietetic

Preparation to serve at mid-management level as a paraprofessional assisting dietitians in hospitals, clinics, community health and welfare agencies, educational systems and commercial enterprises where food is served or nutrition counsel and education is offered; may include food production and consumer research.

305.0 Emergency Medical

Preparation to serve in a leadership capacity in emergency medical service; duties call for supervision and performance of initial care for trauma victims, or for emergency treatment of others urgently requiring medical attention--at the accident or illness scene and/or enroute to medical facilities.

306.0 Medical Assisting

Preparation to perform receptionist, bookkeeping, and other office managerial duties and assist the physician in physical examinations, minimal laboratory tests and patient record keeping in private physician offices; or clinics, hospital outpatient departments; or to perform similar ambulatory patient services.

307.0 Medical Laboratory

Preparation to assist the professional in specific clinical laboratory procedures such as chemical testing of body tissues and fluids, identification of microorganisms, blood cell typing and blood counts in public or private laboratories of hospitals, clinics, and physician offices. A specialized program is also available in:

307.1 Histologic
Preparation to assist the professional in the preparation of sections of body tissues for examination by a pathologist in a clinical laboratory.

308.0 Medical Record
Preparation to analyze, correlate, transcribe and maintain patient health/medical records in: hospitals, public or private clinics, industrial health clinic, insurance companies, or other medically related enterprises.

309.0 Mental Health Assisting
Preparation to serve as a middle level worker in a variety of settings, both institutional and in the community, with duties related to the care and treatment of emotionally disturbed and mentally retarded persons and their families. This technician may work as a member of a mental health team or in other delivery models, and is supervised by, and consults with, senior professionals as indicated.

310.0 Nursing
Preparation to be an Associate Degree nurse who is licensed as a registered nurse upon passing the State Board test. The AD nurse performs specialized duties including caring for all age groups in medical, surgical, obstetrical, pediatric, and psychiatric settings in hospitals, nursing homes and other comparable health care facilities, as members of a health care team.

311.0 Occupational Therapy Assisting
Preparation to assist an occupational therapist in the use of purposeful rehabilitative activity of persons with emotional or physical disabilities in: hospitals; schools for retarded, mental health or geriatric centers.

311.1 Recreational Therapy Assisting
Preparation to assist a recreational therapist in conducting medically approved recreational programs such as sports, trips, dramatics, arts and crafts.

312.0 Ophthalmic Dispensing
Preparation to assist an ophthalmologist or optometrist in the interpreting, compounding, and dispensing of their prescriptions for the production of lenses for the correction of vision.

313.0 Optometric Assisting
Preparation for one who will, under direction of an optometrist, assist in obtaining screening information concerning a patient's vision; assist in chairside technique; assist in ophthalmic frame selection and fitting; perform receptionist, record keeping, and optometric office managerial duties; and perform other duties to aid in examination of the visual system.

314.0 Pharmacy
Preparation for one who will, under the direction of the professional pharmacist, assist in the delivery of pharmacy services in hospitals, clinics, nursing homes, industries, private pharmacies, or other types of health care facilities.

315.0 Physical Therapy Assisting
Preparation for one who will, under direction of a physical therapist, promote patient restoration of muscular function through prescribed exercises and other therapeutic procedures in hospitals, clinics, and other health care facilities.

316.0 Physician Assisting
Preparation for one who, under direction of a physician, will take patient histories, perform preliminary physical examinations, request and carry out minimal laboratory and diagnostic tests, and perform specific therapeutic procedures in a clinical setting.

317.0 Public Health
Preparation to assist the community health professional in communication, inspection, and evaluation of community health related environmental problems in community or county health departments; or in state or federal health agencies.

318.0 Radiologic
Preparation to perform radiologic examinations, under physician's direction, for the purposes of diagnosis and treatment of physical diseases and injuries in: hospitals; clinics; private physician's offices; industry; research centers; or in governmental institutions and services. A specialized programs may also be obtained in:

318.1 Nuclear Medicine
Preparation to perform, under the supervision of a physician, the many and varied procedures in medicine in which radioisotopes are used.

318.2 Radiation Therapy Assisting
Preparation to assist the radiologist in the treatment of disease by exposing specific areas of the patient's body to prescribed doses of x-ray or other forms of radiation.

319.0 Respiratory Therapy Technologist
Preparation for one who, under physician's direction/orders, will administer oxygen, other gases and medication, and operate equipment for patients with respiratory diseases in: public or private hospitals; or in private corporations or research laboratories.

320.0 Surgical Assisting
Preparation to assist the surgeon in his office, performing clinical and administrative duties; and in the hospital operating room, performing such functions as preparing sterile surgical equipment, keeping operating room in order, passing instruments, holding retractors, cutting sutures.

321.0 Allied Health One-Year Programs

321.1 Dental Assisting
Preparation to perform receptionist and dental office managerial duties, assist in chairside technique, sterilization of instruments, and other duties under direct supervision of the dentist.

321.2 Electrography (EKG/EEG)
Preparation to operate electrocardiograph (EKG) and/or electroencephalograph (EEG); preparing patients for recording, simplified history taking, proper application of electrodes at predetermined locations, checking proper functioning of the machine.

321.3 Optical Mechanics
Preparation for employment as ophthalmic laboratory workers with skills in laboratory techniques for surfacing and finishing lenses.

321.4 Practical Nursing (not currently funded by OBR)
Preparation for careers in practical nursing.

321.5 Renal Dialysis
Preparation to perform dialysis procedure under supervisor as member of the renal dialysis team, and to maintain dialysis equipment.

321.6 Respiratory Therapy Technician
Preparation to assist respiratory therapists in the administration of various types of breathing treatments, long-term continuous artifical ventilation, and the maintenance and sterilization of respiratory therapy equipment.

400.0 Agricultural and Natural Resource Technologies

- 401.0 Agricultural Business
- 402.0 Agricultural Materials Handling
- 403.0 Agricultural Power and Machinery
- 404.0 Agricultural Production
  - 404.1 Farm Management
- 405.0 Agricultural Research and Laboratory
- 406.0 Agronomic Business
- 407.0 Commercial Beekeeping
- 408.0 Crop Management
- 409.0 Dairy Cattle/Production Management
- 410.0 Environmental and Natural Resource Science
  - 410.1 Environmental Control/Protection
  - 410.2 Forest Management
  - 410.3 Land Stabilization and Reclamation
  - 410.4 Municipal Waste Disposal
  - 410.5 Parks/Recreation/Wildlife
  - 410.6 Soil/Water Conservation and Management
- 411.0 Food Marketing
- 412.0 Forest Products
- 413.0 Horse Production and Management
- 414.0 Landscape/Turf Management
- 415.0 Livestock Production and Management
- 416.0 Nursery/Greenhouse Management
  - 416.1 Floriculture and Floral Design

400.0 Agricultural and Natural Resource Technologies

401.0 Agricultural Business
Preparation to provide specialized services to all segments of the agri-business industry. Job responsibilities may involve activities in marketing and processing, and providing farmers with financial credit, power, fuel, and transportation services.

402.0 Agricultural Materials Handling
Preparation to provide specialized services to farms in the transference, packaging, storing, packing, and farm processing of agricultural products, including crops and crop products, animals and animal products, soils, agricultural chemicals, feeds, seeds, and petroleum products.

403.0 Agricultural Power and Machinery
Preparation in the selection, operation, and maintenance of agricultural and industrial power machinery and equipment. Employment opportunities are found with the users and manufacturers of all types of machinery and equipment.

404.0 Agricultural Production
Preparation in the production and marketing of agricultural products, and the management of farms. A specialized program is available in:

404.1 Farm Management
Preparation in management techniques and skills essential for farm managers. Job responsibilities include the application of managerial control, personnel policies, procurement, and marketing principles.

405.0 Agricultural Research and Laboratory
Preparation to assist in the testing, analyzing, diagnosing, experimenting, and investigating agriculturally-oriented endeavors in a laboratory. Employment opportunities are found with governmental, university, and corporate laboratories.

406.0 Agronomic Business
Preparation in the interpretation of soil and plant analyses, soil fertility and management, classification, surveying, mapping and testing. Employment is found with governmental agencies, and the chemical and agricultural industry.

407.0 Commercial Beekeeping
Preparation for specialized technical service essential to rearing honeybees; pollinating agricultural crops by means of honeybees; producing and packing honey; inspecting apiaries; and marketing aipary equipment, materials and products.

408.0 Crop Management
Preparation in business and agricultural techniques for the planning and management of farm crop enterprises. Job responsibilities include establishing, culturing, harvesting, and marketing of cereal, field and forage crops for commercial purposes.

409.0 Dairy Cattle/Production Management
Preparation in the raising and breeding of dairy cattle for the production of milk and milk products and managing a dairy cattle business.

410.0 Environmental and Natural Resource Science
Preparation for employment in the analysis, management, reclamation, conservation, and protection of our environmental and natural resources. Specialized programs are available in:

410.1 Environmental Control/Protection
Preparation to examine and analyze air, water and/or heat and noise for their harmful effects on the environment. The environmental technician operates monitoring and testing equipment in combination with performance of laboratory procedures and field trips relative to pollution producers. Job responsibilities may include inspections as required by federal, state and local laws.

410.2 Forest Management
Preparation in the protection, management, harvest and revegetation of forests. A wide variety of job opportunities are found with the forest industry and governmental agencies.

410.3 Land Stabilization and Reclamation
Preparation for the planning and supervision of land stabilization and reclamation. Job opportunities exist with surface mining companies, construction companies, engineering firms, and governmental agencies.

410.4 Municipal Waste Disposal
Preparation for operation and/or supervision of waste disposal plants. Job responsibilities include assigning personnel, inspecting operations, and supervising maintenance and repairs.

410.5 Parks/Recreation/Wildlife
Preparation in wildlife management techniques and the development and maintenance of recreation facilities. Employment opportunities are found with governmental agencies, regional and local park systems as park and recreation area managers, supervisors, rangers, wildlife technicians, game protectors, and interpretative technicians.

410.6 Soil/Water Conservation and Management
Preparation to provide services in the areas of land preparation for agricultural use; land use planning, soil and water conservation, water supply, distribution, conveyance and regulation; water; storage; water application; and soil drainage. Employment opportunities are found with conservation agencies, contractors, and equipment manufacturers.

411.0 Food Marketing
Preparation in the ordering, buying, pricing, displaying, and sale of food products in retail food stores; the supervision of personnel; and the planning, design, and equipping of food retailing facilities.

412.0 Forest Products
Preparation for work in the development and production of products derived from wood. Employment opportunities are found with the wood using and wood products industries.

413.0 Horse Production and Management
Preparation in essentials needed for producer-managers of tracks, stables, ranches, farms, and training schools. Job responsibilities include raising and breeding horses or mules for racing, riding, working or other purposes and to show and market them.

414.0 Landscape/Turf Management
Preparation to serve as a paraprofessional in landscape planting design, contracting, construction, and turf grass management as it pertains to residential and commercial properties. Employment opportunities exist with landscape nurseries, landscape contractors, arboretums, botanic gardens, golf courses, and governmental agencies.

415.0 Livestock Production and Management
Preparation to develop managers for the livestock industry. Job responsibilities include production of beef, sheep, and swine and conducting appropriate business transactions.

416.0 Nursery/Greenhouse Management
Preparation to operate nursery, greenhouse, garden center, and flower shops. Job responsibilities include the production and marketing of ornamental nursery plants and greenhouse flowers for commercial purposes. A specialized program is also available in:

416.1 Floriculture and Floral Design
Preparation in the production, merchandising and marketing of flowers and floral designs, and in the management of wholesale operations and retail floral shops.

500.0 Public Service Technologies

- 501.0 Broadcasting
- 502.0 Educational Services
  - 502.1 Early Childhood Development
  - 502.2 Educational Assisting
  - 502.3 Library/Instructional Media
- 503.0 Fire Science
- 504.0 Law Enforcement
  - 504.1 Corrections
  - 504.2 Forensic Laboratory
  - 504.3 Security
- 505.0 Public Administration
- 506.0 Safety/Risk Management
- 507.0 Social Services
  - 507.1 Alcoholic Rehabilitation Services
  - 507.2 Geriatric Assisting
  - 507.3 Handicapped Services
  - 507.4 Recreational Services

500.0 Public Service Technologies

501.0 Broadcasting
Preparation for employment in the production-performance areas of broadcasting, including directing, announcing and programming, and as a technician operating television cameras, and assisting the engineer in reproduction of sound and maintenance of telecommunications equipment.

502.0 Educational Services
Preparation to serve as paraprofessionals in support of educational, instructional, and/or child care activities. Specialized programs include:

502.1 Early Childhood Development
Preparation for work in support of child care professionals in the care and education of young children, in group settings such as nursery schools, day care centers, schools for exceptional children, Head Start programs; also training for operation and management of such centers.

502.2 Educational Assisting
Preparation to assist the teacher or counselor in carrying out their functions; this technologist serves in elementary and secondary schools in a supervised supportive role. Education support skills can be utilized for home visits, tutoring, management of pupils in a classroom, field trips and recreation periods, preparation of multi-sensory instructional materials, classroom clerical tasks and proctoring.

502.3 Library/Instructional Media
Preparation for serving, as a technician, in library and media centers in supportive functions including: circulation and maintenance of periodicals, books, audio-visuals, and micro-forms; scheduling, operating and maintaining audio-visual equipment; elementary descriptive cataloging, bibliographic search, and other supportive work in technical services; production of non-print teaching or learning materials.

503.0 Fire Science
Preparation to serve governmental fire protection agencies, and for work in fire insurance companies, industrial organizations and in businesses dealing with fire protection equipment; fire science specialties include suppressing and controlling fires, rescue operations, fire prevention, property protection, fire equipment sales, insurance underwriting in conformity with building codes, inspection, and supervision.

504.0 Law Enforcement

Preparation to work with federal, state or local agencies having responsibility for protecting life and property, enforcing traffic and highway laws, recovering stolen property, and apprenhending law violators. Additional basic/entry training, after being commissioned as a peace officer, is mandated by the Ohio Legislature.

504.1 Corrections

Preparation for work with youthful and/or adult public offenders on probation/parole in institutional correctional programs, and other community based programs at local, state, or federal levels in the criminal justice system.

504.2 Forensic Laboratory

Preparation to assist a crime investigator as a crime laboratory technician: conducts laboratory tests upon physical evidence of crime, administers lie detector (polygraph) examinations, detects, collects and preserves fingerprints found at crime scenes, and conducts ballistics tests.

504.3 Security

Preparation to serve in a corporation or public agency performing functions designed to safeguard person and property and to eliminate or minimize losses due to theft, arson, accidental fire, explosion, sabotage and industrial espionage.

505.0 Public Administration

Preparation to serve in a line, staff, or research relationship at the mid-management level in governmental entities, including office, personnel, financial, planning, and other managerial or supervisory functions.

506.0 Safety/Risk Management

Preparation to serve as a safety technician in the areas of industrial, construction and business safety. This technician performs tasks that include employee safety training, safety program administration, fire protection, accident investigation, first-aid and medical program administration, industrial hygiene, claims settlement and other tasks dictated by the Occupational Health and Safety Act of 1970, including those required of a compliance officer.

507.0 Social Services

Preparation to serve as a technician on a professional team which provides social services for individuals, families, groups and communities through governmental or privately funded agencies which provide financial assistance; children's, family, medical, mental health and rehabilitation services; and community outreach programs. Specialized programs are also available in:

507.1 Alcoholic Rehabilitation Services
Preparation to serve in social agencies, hospitals, businesses and industries, and other facilities in the prevention and treatment of problems resulting from alcohol abuse.

507.2 Geriatric Assisting
Preparation to work in senior citizen centers, resident homes, rest homes, and with social agencies serving aged persons. Work may be related to dietary services, recreation, outreach and general day care for the elderly.

507.3 Handicapped Services
Preparation to serve as an interpreter for the hearing impaired, as a perceptor for the visually impaired, as a technician on a professional team providing services to the physically impaired.

507.4 Recreational Services
Preparation to plan and carry out recreational activities and programs for public, business, industrial, religious or youth organizations. This technician may serve as assistant director, supervisor, facility manager or activity specialist.

Standard Definitions of Instructional Arrangements and Guidelines for the Awarding of Academic Credit

The number of credits which should be awarded for the completion of courses in associate degree programs is determined by the instructional arrangements as follows:

(1) Classroom hour: A classroom hour is a nominal hour (fifty minutes) of formalized instruction, conducted on- or off-campus, in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques. This definition is applicable only when the course organization requires that the instructor bear the primary responsibility for the instructional activity and is directly involved with all the students in the class in the instructional process. Students will be expected to work at out-of-class assignments on a regular basis which, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class activity. This out-of-class study shall not be counted as part of the classroom hour for credit purposes.

(a) One credit (quarter or semester) shall be awarded for each classroom hour which is scheduled in the standard week of the quarter or semester.

(2) Laboratory hour: A laboratory hour is fifty minutes of educational activity in which students will be conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.

(a) One credit (quarter or semester) shall be awarded for a minimum of three laboratory hours in a standard week (thirty hours per academic quarter) for which little or no out-of-class study is required. One credit (quarter or semester) shall be awarded for a minimum of two laboratory hours in a standard week which are supplemented by out-of-class assignments which would normally average one hour of out-of-class study for preparing for or following-up the laboratory experience.

(3) Clinical laboratory hour: A clinical laboratory hour applies only to health technology programs and consists of a fifty-minute period in which students are assigned to laboratory sections which meet of necessity at a health-related agency

facility in lieu of on-campus laboratory facilities principally because such a facility provides a more realistic environment for student learning, or because a simulated environment is unavailable on campus. During a clinical laboratory hour, a regular faculty member directly supervises the class in a common locality, which for any given class, will be restricted to a single agency. The instructor assigned to teach clinical laboratory hours will be a full- or part-time member of the college faculty.

(a) Credit hours for the clinical laboratory experience will be awarded on the same basis as the laboratory hour discussed above.

(4) Directed practice hour: A directed practice hour applies primarily to programs in the health technologies and consists of a sixty-minute period during which the student is assigned to practice experiences under constant supervision at a health-related agency. A directed practice hour is one during which a student receives individual instruction in the performance of a particular function from the teacher assigned, and then is observed and critiqued in the repeat performance of that function by the teacher. Adjunct faculty, who may or may not be paid by the college, may be used for the direct supervision of students, and for the delivery of part of the didactic phase of the experience.

(a) The faculty member coordinating directed practice conducts at least one lecture session each week for the students participating in the directed practice experience, provides the final grade for each student, and visits the students at least once a week during the directed practice experience.

(b) One credit (quarter or semester) shall be awarded for a minimum of five clock hours of directed practice in a standard week (fifty hours per academic quarter).

(5) Practicum hour: A practicum hour is an on- or off-campus work experience which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a member of the college's professional staff who visits the student at least once each two weeks during the quarter, provides the final grade, and teaches at least one subject on the campus to each student enrolled in the practicum.

(a) Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar.

(b) One credit (quarter or semester) shall be awarded for a minimum of seven clock hours per standard week (seventy hours per academic quarter) in a practicum. A maximum of thirteen credit hours may be earned in practicum, or in any combination of practicum field experience and cooperative education experience, over the two-year associate degree program.

(6) Cooperative work experience: A cooperative work experience is on- or off-campus paid employment, which is normally required of all students in a particular technical program, and which augments formal instruction in that technology. The experience is coordinated by a member of the faculty of the college who visits the job site for a conference with the student and supervisor at least once during the quarter, assigns the course grade to the student after appropriate consultation with the supervisor/employer, and teaches at least one on-campus course to the student whose cooperative work experience he is coordinating, although not necessarily during the quarter in which the work experience occurs.

(a) Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar.

(b) One credit (quarter or semester) shall be awarded for a minimum of ten clock hours of cooperative work experience which is scheduled during a standard week. A maximum of thirteen credit hours may be earned in cooperative work experience, practicum, and field experience, over the two-year associate degree program.

(7) Field experience: Field experience is planned, paid work activity which relates to an individual student's occupational objectives, and which is taken in lieu of elective or required courses in his/her program with the permission of a faculty advisor. The experience is coordinated by a member of the professional staff of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the quarter, and assigns the course grade to the student after appropriate consultation with the employer/supervisor.

(a) One credit (quarter or semester) shall be awarded for a minimum of twelve clock hours of field experience which is scheduled during a standard week. A maximum of thirteen credit hours may be earned in field experience, or in any combination of field experience, cooperative education experience, and practicum over the two-year associate degree program.

(8) Observation hour: An observation hour is an hour during which students participate in an educational experience as observers of practitioners representative of the occupational area. Students may participate at times in the actual work activity. Observation hours shall be coordinated by faculty members who receive reports from the students of their observational experiences and provide assessment of the student's progress toward the achievement of the objectives of the experience.

(a) One credit (quarter or semester) shall be awarded for a minimum of fifteen clock hours of observational experience in a standard week.

(9) Seminar: A seminar is an educational experience which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions which are directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical situations.

(a) Credit is awarded for seminar hours on the same basis as that for the classroom hour discussed above.

(10) Miscellaneous applications courses: Courses in this category are those in which extended periods of concentrated practice are required of the student subsequent to sessions of individualized instruction. Courses in applied music, journalism, and staff practice, or courses of an independent study nature, are examples.

(a) Instructors who teach such courses have primary responsibility for assigning the work activity or skills objectives to the student, and personally provide whatever instruction is required. In addition, the instructor periodically assesses the student's progress and assigns the final grade.

(b) One credit (quarter or semester) shall be awarded for a minimum of seven scheduled clock hours of such activity per standard week. (Seventy clock hours per academic quarter.)

As required by Ohio Board of Regents' Rule 3333-1-04, periodic reviews of all approved technical programs will be conducted to assure continued adherence to the standards contained in the Rule, and to determine whether the Board of Regents should recommend the elimination of programs which constitute unnecessary duplication, are no longer needed in a particular area, or should be eliminated for other good and sufficient cause, as authorized by Section 3333.04(F) of the Ohio Revised Code.

(1) All state-assisted colleges and universities which offer technical associate degree programs will submit reports to the Vice Chancellor for Two-Year Campuses regarding these programs every five years in a cycle scheduled as follows:

FIRST YEAR OF CYCLE (1970-1975); (1975-1980); (1980-1985)
Community & Technical College, University of Akron
Hamilton Branch, Miami University
Hocking Technical College
Jefferson Technical College
Lakeland Community College
Middletown Branch, Miami University
Raymond Walters Branch, University of Cincinnati
Southern State Community College

SECOND YEAR OF CYCLE (1971-1976); (1976-1981); (1981-1986)
Central State University
Columbus Technical Institute
Cuyahoga Community College
Firelands Branch, Bowling Green State University
Northwest Technical College
Terra Technical College

THIRD YEAR OF CYCLE (1972-1977); (1977-1982); (1982-1987)
Belmont Technical College
Chillicothe Branch, Ohio University
Clermont Branch, University of Cincinnati
Lancaster Branch, Ohio University
Lima Technical College
North Central Technical College
Shawnee State Community College
Stark Branch, Kent State University
Sinclair Community College
Tuscarawas Branch, Kent State University
University College, Ohio University
Western Ohio Branch, Wright State University

FOURTH YEAR OF CYCLE (1973-1978); (1978-1983); (1983-1988)
Agricultural Technical Institute, The Ohio State University
Central Ohio Technical College
College of Applied Science & Technology, Youngstown State University
East Liverpool Branch, Kent State University
Marion Technical College
Trumbull Branch, Kent State University
University College, University of Cincinnati
Washington Technical College
Wayne Branch, University of Akron
Zanesville Branch, Ohio University

FIFTH YEAR OF CYCLE (1974-1979); (1979-1984); (1984-1989)
Ashtabula Branch, Kent State University
Cincinnati Technical College
Clark Technical College
Community & Technical College, University of Toledo
Edison State Community College
Geauga Branch, Kent State University
Lorain County Community College
Michael J. Owens Technical College
Muskingum Area Technical College
Ohio College of Applied Science, University of Cincinnati
Rio Grande Community College
Salem Branch, Kent State University
Stark Technical College

(2) In July of each year, each institution which is scheduled for program review during the specified year will be asked to provide the following information in a standard format:

(a) An inventory of all Board of Regents approved technical associate degree and certificate programs offered during the previous five-year period. (Form 701.1)

(b) A listing of the curricula requirements of each technical program, major, and one-year program currently offered, by quarter, with the courses classified according to the "basic," "non-technical," and "technical" categories contained in Rule 3333-1-04. (Forms 701.2A, 701.2B, 701.2C)

(c) A listing of all technical courses offered as technical electives and not otherwise reported as required courses for an associate degree program, a major, or one-year program on Forms 701.2A, 701.2B, or 701.3C. (Form 701.3A)

(d) A listing of basic and non-technical courses offered as electives and not otherwise reported as required courses for an associate degree program, a major, or one-year program on Forms 701.2A, 701.2B, or 701.2C. Only technical colleges will be asked to submit this information. (Form 701.3B)

(e) The academic qualifications and professional experiences other than teaching of the full-time faculty members assigned to teach technical courses. (Form 701.4)

(f) The names, addresses, and positions of members of the advisory committee of each technical program offered, and the number of meetings held or contacts made with each advisory committee during the previous academic year. (Form 701.5)

(g) Headcount enrollments in each associate degree program offered for each of the five years under review. (Form 701.6)

(h) The placement record of each program offered for each of the five years under review (Form 701.7), including:

  (i) The number of degrees and certificates awarded each year by program;

  (ii) The number and percentage of associate degree graduates and certificate recipients each year who were employed in jobs related to their technical program;

  (iii) The number and percentage of additional graduates and certificate recipients who were employed in jobs unrelated to their technical program;

  (iv) The number and percentage of additional graduates and certificate recipients who were available for employment, but unemployed;

  (v) The number and percentage of additional graduates who transferred to four-year programs;

  (vi) The number and percentage of additional graduates and certificate recipients who were otherwise unavailable for employment.

(3) Upon receiving the completed forms, the office of the Vice Chancellor for Two-Year Campuses will review them, and on the basis of this review, will prepare letters of questions,

concerns, and observations to be addressed by the president or director of the campus.

(4) The president's or director's response will then be reviewed, and an on-site visit to each campus will be made to discuss remaining concerns and the contents of the review forms with the campus leadership and faculty.

(5) On the basis of these letters and discussions, the Vice Chancellor will prepare recommendations to the Board of Regents regarding the programs at each of the institutions subject to review during that year. One of the following recommendations will be made for each associate degree program reviewed:

   (a) That the Board of Regents continue its approval of the program for a period of up to five years.

   (b) That the Board of Regents recommend to the Board of Trustees of the institutions the discontinuation of the program;

   (c) That the Board classify a program as inactive. Inactivation would not imply the withdrawal of Board approval to offer a program, but would recognize the institution's voluntary suspension of a program offering due to low enrollments, unacceptable placement, or other cause. As long as a program is classified as inactive, most of the technical courses comprising it would be removed from the inventory of courses for that campus, and would be ineligible for subsidy.

      (i) Programs which have been classified as inactive may be reactivated by means of a letter to the Chancellor of the Board of Regents requesting permission to reinstate the program, and providing evidence that the conditions which lead to inactivation have either changed or been rectified.

(6) Criteria which will be used in recommending continuation of associate degree programs will include:

   (a) Employment of at least one full-time faculty member to give leadership to the program;

   (b) A minimum enrollment of fifteen first-year students annually;

(c) A minimum enrollment of twelve second-year students annually;

(d) A minimum of eight graduates in the fourth year of the program's operation, or an average of eight graduates per year over the five-year period; and

(e) A minimum average placement of seventy-five percent of its graduates who are available for employment in jobs which are related to the technology over the five-year period.

(7) Exceptions to the above criteria may be made for programs which:

(a) Are subject to standards set by an accrediting or licensing agency which make meeting these criteria physically or financially impossible, or

(b) May have placement records which due to an economic recession or business/industrial reductions in the area's work force may temporarily fall below the placement standard, or

(c) Are designed primarily to serve an in-service educational function, and are so designated by the Vice Chancellor, or

(d) May have enrollments which may temporarily have fallen below the above minimums, but for which a plan of remediation has been developed. In such cases, a recommendation for continuation may be made conditional upon the success of these remedial efforts.

(c) A minimum enrollment of twelve second-year students annually;

(d) A minimum of eight graduates in the fourth year of the program's operation, or an average of eight graduates per year over the five-year period; and

(e) A minimum average placement of seventy-five percent of its graduates who are available for employment in jobs which are related to the technology over the five-year period.

(7) Exceptions to the above criteria may be made for programs which:

(a) Are subject to standards set by an accrediting or licensing agency which make meeting these criteria physically or financially impossible, or

(b) May have placement records which due to an economic recession or business/industrial reductions in the area's work force may temporarily fall below the placement standard, or

(c) Are designed primarily to serve an in-service educational function, and are so designated by the Vice Chancellor, or

(d) May have enrollments which may temporarily have fallen below the above minimums, but for which a plan of remediation has been developed. In such cases, a recommendation for continuation may be made conditional upon the success of these remedial efforts.

This form is to be used to report the titles and types of all technical programs offered.

Column I:	Enter the taxonomic category in which the program appears in the Standard Taxonomy of Technical Program Titles, (Section 500.0 of the Operating Manual for Two-Year Campus Programs): Business, Engineering and Industrial, Health, Agricultural and Natural Resource Science, and Public Service.
Column II:	Enter the corresponding program title as it appears in the Standard Taxonomy, grouping the titles in accordance with the category entered in Column I, (i.e., list all Business title, then Engineering, then Health, etc.) Indent titles of majors beneath the title of the associate degree program with which it is associated.
Column III:	Indicate the type of program by entering an "X" in the appropriate column--Associate Degree, Major, One-Year program. (See Section 302.0 of the Operating Manual for Two-Year Campus Programs.)
Column IV:	Enter the year in which associate degree and one-year programs were approved by the Board of Regents; enter the year in which majors were approved by the office of the Vice Chancellor for Two-Year Campuses.
Column V:	Enter the year in which the program was initiated.

Form 70[illegible].1
Program Inventory
EXAMPLE

Midlands Technical College
Institution/Campus

July 1, 1979
Date

I. Taxonomic Category	II. Program Title	III. Program Type			IV. Year Approved	V. Year Initiated
		AD	M	1-YR		
BUSINESS	Accounting	x			1970	1970
	Business Management	x			1970	1970
	Real Estate		x		1973	1973
	Retail Management		x		1974	1974
	Data Processing	x			1971	1971
	Office/Secretarial	x			1970	1970
	General Secretarial		x		1971	1971
	Executive Secretarial		x		1971	1971
	Legal Secretarial		x		1971	1971
	Medical Secretarial		x		1971	1971
ENGINEERING/ INDUSTRIAL	Drafting/Design	x			1970	1970
	Electrical/Electronics	x			1970	1970
	Electro-Mechanical		x		1972	1973
	Mechanical	x			1970	1970
	Heating/Air Conditioning		x		1976	1977
HEALTH	Dental Hygiene	x			1974	1974
	Nursing	x			1970	1970
	Radiologic	x			1976	1976
	Respiratory Therapy Assisting			x	1976	1977
PUBLIC SERVICE	Early Childhood Development	x			1972	1970
	Law Enforcement	x			1970	1970
	Security		x		1978	1978
	Fire Science	x			1971	1971

Form 701.1
Program Inventory

Institution/Campus

Date

I. Taxonomic Category	II. Program Title	III. Program Type			IV. Year Approved	V. Year Initiated
		AD	M	1-YR		

Program Summary Instructions

Forms 701.2 A, B, C

Complete one of these forms for each technical program offered. Form 702.2 A should be used for each associate degree program, 702.2 B for each major, and Form 702.2 C for each one-year program, following the attached examples.

(1) At the top of each form, indicate the title of the program using the titles contained in the Ohio Board of Regents' Standard Taxonomy of Program Titles.

(2) Enter the date upon which the curriculum was or is to be effective.

(3) Report the name of the full-time faculty member with primary instructional responsibility for each associate degree program only.

(4) For each program, list the numbers, titles, clock hours, and credit hours of each required course, by quarter or semester.

(5) Place the credit hour in one of the three columns labeled "basic," "non-tech," or "tech," in accordance with the standards contained in Regents' Rule 3333-1-04.

(6) At the bottom of each column of the credit hour section, indicate the total number of credit hours in each component of the program, i.e., basic, non-technical, and technical studies.

(7) On Form 701.2 C, provide the name of the campus which will provide the "plus one," or second half of the associate degree program, and report the title of the degree which would be awarded to students choosing to complete the second year of the program.

(8) Submit a current bulletin/catalog with these summaries.

Form 731.2 A
Associate Degree
Program Summary

EXAMPLE

Midlands Technical College
Institution/Campus

John Vikary
Faculty

Business Management
Associate Degree Program

July 1, 1979
Date

Course No.	Course Title	Clock Hours Class	Clock Hours Lab	Credit Hours Basic	Credit Hours Non-Tech	Credit Hours Tech
	FIRST QUARTER					
GS 111	Communications I	4	0		4	
GS 150	Business Mathematics	4	0	4		
AC 111	Accounting Principles I	3	6			5
BM 108	Business Law I	3	0	3		
BM 104	Small Business Operations	3	0			3
	TOTAL			7	4	8
	SECOND QUARTER					
GS 112	Communications II	4	0		4	
GS 175	Psychology of Human Behavior	3	0		3	
AC 112	Accounting Principles II	3	6			5
GS 160	Mathematics I	5	0	5		
BM 109	Business Law II	3	0			3
	TOTAL			5	7	8
	THIRD QUARTER					
GS 113	Communications III	4	0		4	
AC 113	Accounting Principles III	3	6			5
GS 180	Economics I	3	0	3		
BM 102	Introduction to Management	3	0	3		
DP 110	Introduction to Electronic Data Processing	3	4			5
	TOTAL			6	4	10
	FOURTH QUARTER					
GS 178	Sociology	3	0		3	
BM 120	Corporation Finance	3	0			3
BM 121	Credits and Collections	3	0			3
BM 151	Business Statistics	3	0	3		
BM 110	Federal, State & Local Taxation	4	0			4
	TOTAL			3	3	10
	FIFTH QUARTER					
BM 125	Public Relations	3	0			3
BM 160	Insurance and Risk	3	0			3
BM 126	Advertising	3	0			3
	General Studies Elective	3	0		3	
	Technical Elective	3	0			3
	TOTAL			0	3	12
	SIXTH QUARTER					
BM 140	Personnel Management	3	0			3
GS 130	Technology in Civilization	3	0		3	
BM 199A	Business Management Seminar	3	0			3
	Technical Electives	6	0			6
	TOTAL			0	3	12
			TOTALS	21	24	60

Form 701.2 A
Associate Degree
Program Summary

Institution/Campus

Faculty

Associate Degree Program

Date

Course No.	Course Title	Clock Hours Class	 Lab	Credit Hours Basic	 Non-Tech	 Tech

Form 7 01.2 B
Major Program Summary
EXAMPLE

Midlands Technical College
Institution/Campus

July 1, 1979
Date

Business Management
Associate Degree Program

Major in Real Estate

Course No.	Course Title	Clock Hours		Credit Hours		
		Class	Lab	Basic	Non-Tech	Tech
	FIRST QUARTER					
GS 111	Communications I	4	0		4	
GS 150	Business Mathematics	4	0	4		
AC 111	Accounting Principles I	3	6			5
BM 108	Business Law I	3	0	3		
BM 130	Principles & Practices of Real Estate I	3	0			3
	TOTAL			7	4	8
	SECOND QUARTER					
GS 112	Communications II	4	0		4	
GS 175	Psychology of Human Behavior	3	0		3	
AC 112	Accounting Principles II	3	6			5
GS 160	Mathematics I	5	0	5		
BM 135	Real Estate Law	3	0			3
	TOTAL			5	7	8
	THIRD QUARTER					
GS 113	Communications III	4	0		4	
AC 113	Accounting Principles III	3	6			5
GS 180	Economics I	3	0	3		
BM 102	Introduction to Management	3	0	3		
BM 131	Principles & Practices of Real Estate II	3	0			3
	TOTAL			6	4	8
	FOURTH QUARTER					
GS 178	Sociology	3	0		3	
BM 133	Real Estate Finance	3	0			3
BM 134	Real Estate Appraisal	3	0			3
BM 151	Business Statistics	3	0	3		
BM 110	Federal, State, & Local Taxation	4	0			4
	TOTAL			3	3	10
	FIFTH QUARTER					
BM 125	Public Relations	3	0			3
BM 160	Insurance and Risk	3	0			3
BM 126	Advertising	3	0			3
BM 135	Real Estate Brokerage	3	0			3
	General Studies Elective	3	0		3	
	TOTAL			0	3	12
	SIXTH QUARTER					
BM 140	Personnel Management	3	0			3
GS 130	Technology in Civilization	3	0		3	
BM 199B	Real Estate Seminar	3	0			3
	Technical Electives	6	0			6
	TOTAL			0	3	12
			TOTALS	21	24	58

Form 701.2 B
Major Program Summary

____
Institution/Campus

____
Date

____
Associate Degree Program

Major in ____________________________

		Clock Hours		Credit Hours		
Course No.	Course Title	Class	Lab	Basic	Non-Tech	Tech

Form 701.2 C
One-Year Program Summary
EXAMPLE

Midlands Technical College
Institution/Campus

Respiratory Therapy Assisting
One-Year Program Title

Respiratory Therapy
Associate Degree Program Title

Erie Community College
Campus Providing Second Year of Instruction

July 1, 1979
Date

Course No.	Course Title	Clock Hours		Credit Hours		
		Class	Lab	Basic	Non-Tech	Tech
	FIRST QUARTER					
GS 111	Communications I	4	0		4	
GS 160	Mathematics I	5	0		5	
GS 193	Anatomy and Physiology I	3	4	5		
RS 110	Introduction to Respiratory Therapy	2	0			2
	TOTAL			5	9	2
	SECOND QUARTER					
GS 194	Anatomy and Physiology II	3	4	5		
GS 196	Microbiology	3	4	5		
RS 119	Physics of Respiration	2	2			3
RS 125	Clinical Laboratory	0	20			6
	TOTAL			10	0	9
	THIRD QUARTER					
NS 210	Medical Ethics	3	0		3	
RS 120	Pharmacology for Respiratory Therapy	2	0			2
RS 121	Nursing Arts for Respiratory Therapy	1	2			2
RS 126	Clinical Laboratory	0	20			6
	TOTAL			0	3	10
	FOURTH QUARTER					
RS 127	Clinical Laboratory	0	40	0	0	12
			TOTALS	15	12	33

Form 701.2 C
One-Year Program Summary

Institution/Campus

One-Year Program Title

Associate Degree Program Title

Campus Providing Second Year of Instruction

Date

Course No.	Course Title	Clock Hours		Credit Hours		
		Class	Lab	Basic	Non-Tech	Tech
	TOTAL					

List all technical courses currently offered by your institution which are not specifically required for any program, but may be used by students as substitutes for a required technical course in a particular program. List each such course by taxonomic category (Business, Engineering, Health, etc.), indicate the program for which the course is an elective, and report the course number, course title, clock and credit hours for the course.

Technical courses already listed as requirements for one of the programs reported on a Form 701.2 should not be repeated here.

Forms 701.2 and 701.3 A should, taken together, account for all technical courses offered by your institution.

Form 701.3 A
Technical Electives

Institution/Campus ____________________

Date ____________________

Category	Program	Course No.	Title	Clock Hours		Credits
				Class	Lab	

ONLY TECHNICAL COLLEGES ARE ASKED TO SUBMIT THIS FORM.

List by department the remaining basic and non-technical courses currently offered, but not listed on either Forms 701.2 or 701.3 A. Indicate department, course number, course title, clock hours and credit hours as either a basic or non-technical offering.

All the courses offered by the technical college should be accounted for in the combination of Forms 701.2, 701.3 A, 701.3 B. No basic or non-technical course which is listed as a requirement on a Form 701.2 should appear on this form.

Form 701.3 B
Basic/Non-Technical Electives

Institution/Campus

Date

			Clock Hours		Credit Hours	
Dept.	Course No.	Course Title	Class	Lab	Basic	Non-Tech

List the full-time faculty teaching technical subjects by each of the following categories:

- Business
- Engineering and Industrial
- Health
- Agricultural and Natural Resource Science
- Public Service

Provide for each faculty member listed:

Courses Taught: Indicate by title all the courses the faculty member taught during the past academic year.

Type of Professional Experience: List the professional experience the faculty member has in chronological order.

Total Years: Indicate the total number of years spent in each industrial or business experience (see above).

Dates: Indicate the dates by calendar year spent in each industrial or business experience (see above).

Degree/Major/Date: Indicate each academic degree the faculty member holds, specifying major and year received.

Form 701.4
Technical Faculty

Institution/Campus

Date

Faculty Name	Courses Taught	Type of Professional Experience	Total Yrs.	Dates	Degree	Major	Date

101

102

Complete one Form 701.5 for each current technical associate degree program. Report the number of meetings the specific advisory committee has held during the past academic year.

List specific committee members, their positions, places of employment and addresses.

Form 701.5
Advisory Committee

____
Institution/Campus

____ ________________
Technical Program Date

Number of advisory committee meetings during the past academic year ______

Committee Members	Addresses

Programs listed should include all approved technical associate degree programs. Programs should be listed individually and grouped according to their taxonomic category as follows:

Business
Engineering and Industrial
Health
Agricultural and Natural Resource Science
Public Service

Indicate either type "A" or "B" in the appropriate column, according to the definitions below:

Type A - A program which is primarily a pre-service program (Education in the technology is prior to employment therein)

Type B - A program which is primarily an in-service program (Education in the technology is concurrent with employment therein)

The freshman and sophomore headcount enrollment in each program as of the fourteenth day of fall quarter (please note and attach explanation if otherwise), should be entered in chronological order across the page for the past five years. (Freshman: 45 quarter credit hours or equivalent semester hours earned, or less. Sophomore: 46 quarter credit hours or equivalent semester hours earned, or more.) The current academic year is given in the far right hand "Last Fall" column. Please indicate the academic year above each of the other columns.

Enrollments in majors under an associate degree title should not be reported separately, but should be aggregated in the total for the associate degree.

For programs not offered a given year, leave both portions of that year's column blank.

For programs offered without full- or part-time enrollments a given year, insert a zero (0) in the appropriate portion(s) of that column.

Form 701.6
Enrollments
EXAMPLE

Midlands Technical College
Institution/Campus

July 1, 1979
Date

gory	Program	Type A/B	1974 - 1975		1975 - 1976		1976 - 1977		1977 - 1978		Last Fall	
			Freshman	Soph	Freshman	Soph	Freshman	Soph	Freshman	Soph	Freshman	Soph
BUS	Accounting	A	21	15	28	19	30	20	28	22	35	20
	Business Management	A	50	40	58	45	49	50	53	41	53	45
	Data Processing	A										
	Office/Secretarial	A	31	20	36	21	41	25	40	27	42	27
ENG/IND	Drafting/Design	A	12	8	15	8	18	9	17	10	20	11
	Electrical/Electronics	A	15	10	13	9	17	8	19	11	23	14
	Mechanical	A	7	4	11	6	17	7	21	8	26	13
HEALTH	Dental Hygiene	A	20	17	20	15	25	14	25	20	25	21
	Nursing	A	40	36	40	35	40	36	40	31	45	30
	Radiologic	A					20	0	20	12	23	13
	Respiratory Therapy Assisting	A									15	0
PUBLIC SERVICE	Early Childhood Development	A	25	18	30	19	34	21	28	25	24	18
	Law Enforcement	A	14	10	12	10	9	8	0*	7	0	0
	Fire Science	B	15	3	12	4	9	3	7	5	4	8

*Program inactivated

Form 701.6
Enrollments

Institution/Campus

Date

			19__ - 19__		19__ - 19__		19__ - 19__		19__ - 19__		Last Fall	
Category	Program	Type A/B	Freshman	Soph	Freshman	Soph	Freshman	Soph	Freshman	Soph	Freshman	Sop

Ohio Board of Regents
Operating Manual for Two-Year
Campus Programs

Placement
Instructions

8/1/79
Form 701.7

This form is to be used to report the annual placement record of each program currently offered for the immediately preceding five years.

Column I:	List, by taxonomic category (Business, Engineering and Industrial, Health, etc.), the program title.
Column II:	Indicate the type of program by entering an "A" for those programs which are primarily designed to provide pre-service education, i.e., technical instruction prior to employment; and a "B" for those programs which are primarily designed to provide in-service education, i.e., technical instruction concurrent with employment in the technology.
Column III:	For each program appearing at the left, enter each year the program was offered in chronological order for up to the past five years. (See example attached.)
Column IV:	Enter the number of associate degrees awarded in that program each year. If the program was offered but had no graduates in a given year, enter a zero (0) and leave subsequent columns blank.
Column V:	Enter the number of certificates awarded in that program, if any, each year.
Column VI:	Enter total of Columns IV and V.
Column VII:	Enter the number of students and percentage of the total in Column VI who transferred to a four-year program, or into another associate degree program, and were therefore unavailable for employment.
Column VIII:	Enter the number of students and percentage of the total in Column VI who were otherwise unavailable for employment by choice.
Column IX:	Enter the total number of students completing the program who were available for employment. (Column VI minus the sum of Column VII and Column VIII.)
Column X:	Enter the number and percentage of Column IX who were initially employed in jobs related to their technology.
Column XI:	Enter the number and percentage of Column IX who were initially placed in jobs unrelated to the technology.
Column XII:	Enter the number and percentage of Column IX who were unable to find employment.
Column XIII:	Enter the number and percentage of Column IX for whom no data is available.

Form 701.7
Placement
EXAMPLE

Midlands Technical College
Institution/Campus

July 1, 1979
Date

I Category/Program	II Type A/B	III Year	IV Degrees Awarded	V Certificates Awarded	VI Total Completions	VII #, % Transfers	VIII #, % Unavailable For Employment	IX Total Available For Employment	X #, % Tech-Related Employment	XI #, % Non-Tech Related Employment	XII #, % Unemployed	XIII #, % No Data Available
BUSINESS												
Accounting	A	75	12	0	12	0, 0%	0, 0%	12	9, 75%	2, 16%	0, 0%	1, 9%
		76	18	0	18	1	1	16	13, 81%	3, 19%	0, 0%	0, 0%
		77	17	0	17	0	0, 0%	17	14, 82%	3, 18%	0, 0%	0, 0%
		78	18	0	18	2	0, 0%	16	13, 81%	1, 6%	1, 6%	1, 6%
		79	17	0	17	0	2	15	12, 80%	3, 20%	0, 0%	0, 0%
Business Management	A	75	38	0	38	2	1	35	27, 77%	3, 9%	1, 3%	4, 11%
		76	42	0	42	2	0, 0%	40	35, 87%	5, 13%	0, 0%	0, 0%
		77	45	0	45	0	2	43	35, 81%	7, 16%	1, 3%	0, 0%
		78	36	0	36	3	0, 0%	33	25, 76%	7, 21%	0, 0%	1, 3%
		79	40	0	40	0, 0%	0, 0%	40	32, 80%	6, 15%	2, 5%	0, 0%
(ETC.)												
ENGINEERING/IND												
Drafting/Design	A	75	6	4	10	0, 0%	0, 0%	10	10, 100%	0, 0%	0, 0%	0, 0%
		76	8	3	12	0	2, 16%	10	9, 90%	0, 0%	0, 0%	1, 10%
		77	8	4	12	0	0, 0%	12	10, 83%	2, 17%	0, 0%	0, 0%
		78	9	3	12	0	0, 0%	12	11, 92%	0, 0%	1, 8%	0, 0%
		79	9	4	13	3, 0%	0, 0%	10	8, 80%	1, 10%	0, 0%	1, 10%
(ETC.)												

Form 701.7
Placement

Institution/Campus: ____________________

Date: ____________________

I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Category/Program	Type A/B	Year	Degrees Awarded	Certificates Awarded	Total Completions	#, % Transfers	#, % Unavailable For Employment	Total Available For Employment	#, % Tech-Related Employment	#, % Non-Tech Related Employment	#, % Unemployed	#, % No Data Available

Off-Campus Instructional Plans

An Off-Campus Instructional Plan should be prepared for each permanent campus from which off-campus teaching will be extended.

A state university should prepare a plan covering that programming which will be organized by and will operate under the direct control of the central campus instructional organizations. In the case of a university which operates branch campuses, junior- and senior-level undergraduate instruction and graduate-level instruction which is organized as residence credit service within the physical facilities of its branches should be a part of the Off-Campus Instructional Plan of the central campus. Such Plan of the central university campus should also include junior- and senior-level and graduate-level instruction proposed to be offered at off-campus locations other than branches.

A separate Off-Campus Instructional Plan should be prepared for each branch campus which proposes to offer freshman- and sophomore-level instruction away from its permanent campus.

An Off-Campus Instructional Plan should be prepared by each self-governed two-year college, and separately for each individual campus of a multi-campus college, which proposes to offer freshman- and sophomore-level instruction away from its permanent campus.

Instructional Service Areas

In 1975, the Board of Regents reviewed the off-campus plans submitted by two-year campuses and found only minimal overlap in proposed service areas. Once these overlaps were resolved through negotiation, it was possible on the basis of existing off-campus plans to assign instructional service areas to each two-year campus, assuring that the residents of every county in Ohio could be served by a designated campus.

(1) The service area represents a geographical area containing cities and villages that each college is expected to serve by taking its regular approved offerings to the residents of this area.

(2) Institutions need no other permission to offer courses to residents of their approved service area. The annual annex containing specific courses must be presented to obtain the off-campus subsidy.

(3) There will continue to be a need for several institutions having special programs to offer courses in locations outside their approved service area. In order to do this the college proposing such service in expectation of receiving state subsidy for their

effort will need special approval from the Regents' administration. It is anticipated that this approval will be granted almost automotically if the following conditions exist:

(a) That the two-year campuses located in the service area to which the anticipated services will be rendered have no objections to another institution offering these special courses in their service area.

(b) That private institutions located in the service area have been notified of the institution's intentions.

(c) That sufficient enrollments can be obtained for the proposed offerings.

(d) That the institution will assure the quality of instructional offerings will be equal to its other offerings.

Several service areas, especially in larger populated areas, have more than one two-year campus, and are known as cooperating areas. In these areas, we expect that these campuses, hopefully, through a consortial arrangement, can reach agreement on courses to be offered by each institution prior to making the commitment. The Ohio Board of Regents will become involved only if and when some disagreement is brought to its attention. Campuses in these areas will still need permission to provide special offerings outside their approved service area.

The Instructional Service Areas which have been adopted by the Ohio Board of Regents are as follows:

AREA	COLLEGE	COUNTIES
1	Northwest Technical College	Defiance Fulton Henry Paulding Williams
2	Western Ohio Branch	Auglaize (Western Part, excluding City of Wapakoneta) Mercer Van Wert
3	Edison State Community College	Darke Miami Shelby
4	Sinclair Community College	Montgomery (Wright Patterson Air Force Base)**

AREA	COLLEGE	COUNTIES
5*	Hamilton Branch Middletown Branch	Butler Preble Warren
6*	Cincinnati Technical College Ohio College of Applied Science Raymond Walters Branch University College	Hamilton
7	Clermont Branch	Clermont
8	Southern State Community College	Adams Brown Clinton Fayette Highland
9	Clark Technical College	Champaign Clark Greene Logan (Wright Patterson Air Force Base)
10*	Lima Branch Lima Technical College	Allen Auglaize (Eastern Part, including City of Wapakoneta) Hancock Hardin Putnam
11*	Community & Technical College, Toledo Michael J. Owens Technical College	Lucas Ottawa (Genoa Area, Oak Harbor, Swanton, and Woodmore School Districts) Wood
12	Terra Technical College	Ottawa (Port Clinton City School District - for Tech only)*** Sandusky Seneca
13	Marion Branch Marion Technical College	Marion Morrow Wyandot

AREA	COLLEGE	COUNTIES
14	Columbus Technical Institute	Delaware Franklin Madison Union
15*	Chillicothe Branch Lancaster Branch	Fairfield Pickaway Ross
16	Shawnee State Community College	Lawrence Pike Scioto
17	Rio Grande Community College	Gallia Jackson Meigs Vinton
18	Hocking Technical College	Athens Hocking Perry
19*	Central Ohio Technical College Newark Branch	Coshocton (Western Part, including City of Coshocton) Knox (Southern Part, including City of Mt. Vernon) Licking
20*	Mansfield Branch North Central Technical College	Ashland Crawford Knox (Northern Part, excluding City of Mt. Vernon) Richland
21	Firelands Branch	Erie Huron (Port Clinton for baccalaureate oriented programs only)***
22	Lorain County Community College	Lorain
23	Cuyahoga Community College	Cuyahoga

AREA	COLLEGE	COUNTIES
24	Wayne Branch	Holmes Medina Wayne
25*	Muskingum Area Technical College Zanesville Branch	Guernsey Morgan (Northern Part, excluding City of McConnelsville) Muskingum Noble
26	Washington Technical College	Morgan (Southern Part, including City of McConnelsville) Washington
27*	Belmont Branch Belmont Technical College	Belmont Harrison Monroe
28	Jefferson Technical College	Jefferson
29*	College of Applied Science & Technology East Liverpool Branch Salem Branch Trumbull Branch	Columbiana Mahoning Trumbull
30	Tuscarawas Branch	Carroll Coshocton (Eastern Part, excluding City of Coshocton)**** Tuscarawas
31*	Stark Branch Stark Technical College	Stark
32	Community & Technical College, Akron	Summit
33*	Ashtabula Branch Geauga Branch	Ashtabula Geauga Portage
34	Lakeland Community College	Lake

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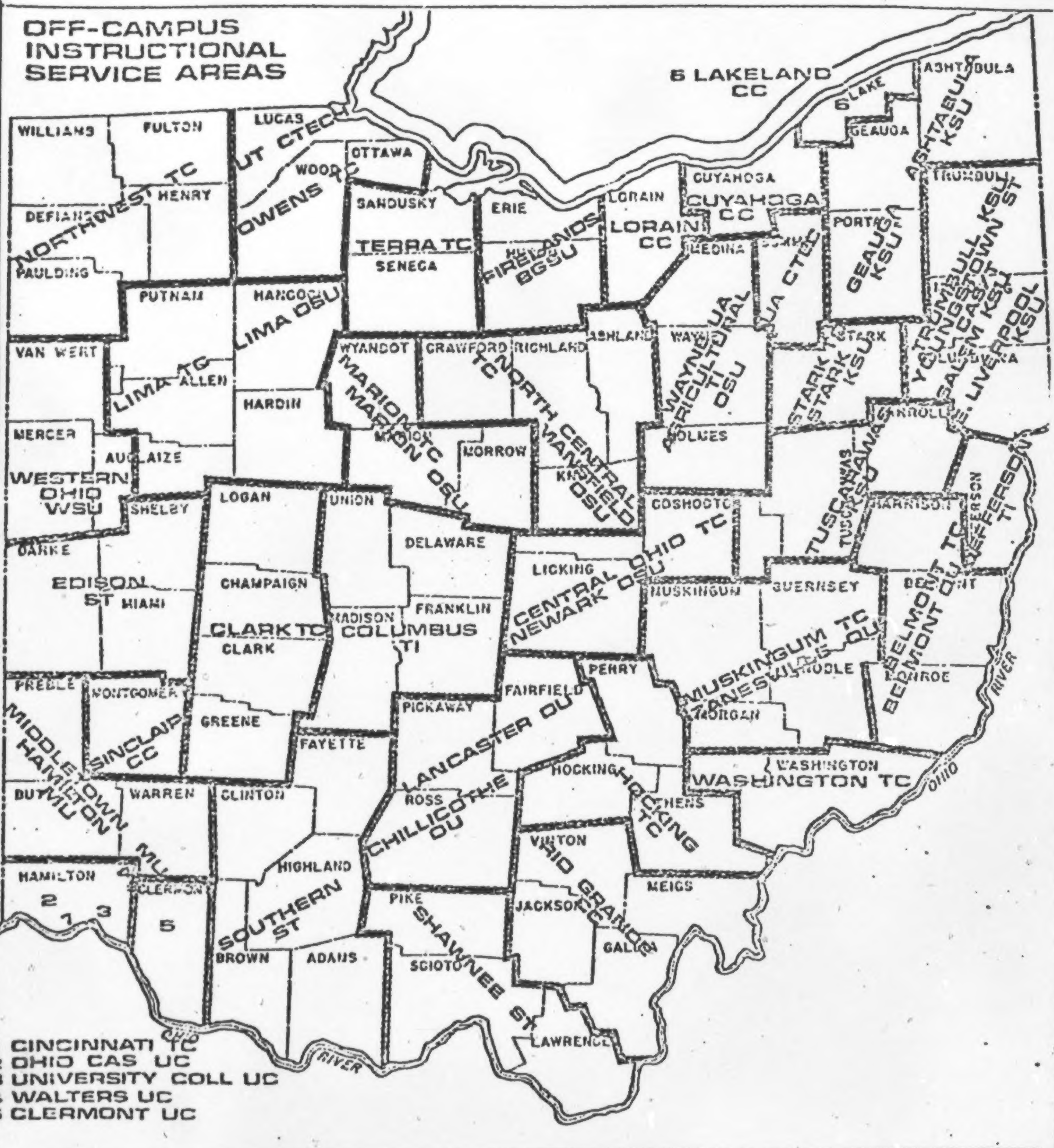
*Special cooperating areas for Off-Campus Instruction
**Special cooperating area for Sinclair Community College & Clark Technical College
***Special cooperating area for Terra Technical College & Firelands Branch
****Unresolved area.

OFF-CAMPUS INSTRUCTIONAL SERVICE AREAS
WILLIAMS
FULTON
LUCAS
UT CTECH
OTTAWA
WOOD
NORTHWEST TC
HENRY
DEFIANCE
PAULDING
OWENS TC
SANDUSKY
ERIE
LORAIN
CUYAHOGA
CUYAHOGA CC
LORAIN CC
6 LAKELAND CC
6 LAKE
GEAUGA
ASHTABULA
ASHTABULA KSU
TRUMBULL
TERRA TC
SENECA
HURON
FIRELANDS BGSU
MEDINA
SUMMIT
UA CTEC
PORTAGE
GEAUGA KSU
TRUMBULL KSU
YOUNGSTOWN ST
PUTNAM
HANCOCK
LIMA OSU
VAN WERT
LIMA TC
ALLEN
HARDIN
WYANDOT
CRAWFORD
RICHLAND
ASHLAND
WAYNE
STARK
MAHONING
COLUMBIANA
MARION TC
MARION OSU
NORTH CENTRAL TC
NORTH CENTRAL MANSFIELD OSU
WAYNE UA
AGRICULTURAL TI OSU
STARK TC
STARK KSU
YOUNGSTOWN ST
SALEM KSU
E. LIVERPOOL KSU
MERCER
AUGLAIZE
MARION
MORROW
KNOX
HOLMES
CARROLL
TUSCARAWAS
TUSCARAWAS KSU
WESTERN OHIO WSU
SHELBY
LOGAN
UNION
DELAWARE
COSHOCTON
HARRISON
JEFFERSON
JEFFERSON TI
DARKE
EDISON ST
MIAMI
CHAMPAIGN
LICKING
CENTRAL OHIO TC
NEWARK OSU
MUSKINGUM
GUERNSEY
BELMONT
BELMONT TC
BELMONT OU
CLARK TC
CLARK
MADISON
FRANKLIN
COLUMBUS TI
PERRY
NOBLE
MONROE
MUSKINGUM TC
ZANESVILLE OU
PREBLE
MONTGOMERY
GREENE
FAIRFIELD
PICKAWAY
MORGAN
SINCLAIR CC
MIDDLETOWN MU
HAMILTON MU
FAYETTE
LANCASTER OU
WASHINGTON
WASHINGTON TC
BUTLER
WARREN
CLINTON
ROSS
HOCKING
HOCKING TC
ATHENS
CHILLICOTHE OU
VINTON
RIO GRANDE
MEIGS
HAMILTON
CLERMONT
HIGHLAND
SOUTHERN ST
PIKE
JACKSON
GALLIA
2
1
3
5
BROWN
ADAMS
SCIOTO
SHAWNEE ST
LAWRENCE
OHIO RIVER
CINCINNATI TC
2 OHIO CAS UC
3 UNIVERSITY COLL UC
4 WALTERS UC
5 CLERMONT UC

OBR 1-4-77
DD

Components of Off-Campus Instructional Plan

(1) Public/Private Campuses in Service Area

Each Off-Campus Instructional Plan should list by institutional name all public and private campuses existing within the designated service area. Such a listing should include among the private campuses both non-profit institutions and those proprietary institutions which grant the associate or baccalaureate degree.

In those instances where a major interest in service within the area is known to exist on the part of a campus lying outside the area but within a contiguous area, such should be noted in this listing and taken into account in preparation of the Instructional Plan.

(2) Target Groups and Related Programs of Service

Each Off-Campus Instructional Plan should include a description of each major target group of potential students sought to be served through off-campus instruction. For each target group, a general description should be included of the extent of instructional services (selected individual courses, well-identified sequences of courses, complete curricular offerings) required by that group, and the reasons why such service can best be rendered through off-campus arrangements. The purpose of this section of the Plan is to describe a general pattern of intended services which will be carried out through the offering of particular course schedules during a given academic year. Students currently enrolled in high school are not considered an appropriate target group for off-campus instruction.

Planned instructional services should be described within the service classifications listed below, with each entry reporting: (1) target groups of potential students, (2) nature of instructional services required by those groups, and (3) the reasons such service is best rendered off-campus.

As a clarification, certain courses which are an integral part of an associate or baccalaureate degree program requiring a clinical experience which is essential to the program are not to be included in the Off-Campus Plan even though instruction may take place physically away from the main campus. Examples are clinical courses conducted in a hospital setting for nursing students, observation and student teaching by teacher education students, field trips by geology students, etc. These courses should be reported along with regular main campus offerings.

(a) Freshman- and sophomore-level service (only self-governed two-year colleges, branches of state universities, and the urban technical centers of state universities may plan such off-campus offerings).

(1) General Studies
Degree credit offerings creditable within the college parallel programs of two-year colleges.

(2) Technical Education
Degree credit offerings creditable within approved technical education degree programs.

(3) Community Service--Business and Industry
Degree credit offerings, including technical education courses, made pursuant to requests by local businesses to meet specific employee needs.

(4) Community Service--Other
Degree credit offerings, including technical education courses, resulting from special requests by groups within the community other than business and industry.

(b) Special Offerings

Plans for special degree credit offerings which suggest isolated departures from the missions described above for various campuses or which suggest special claims to regional or even statewide service areas should be described as best suits the subject.

(3) Administrative Arrangements

(a) Coordination of Programming
The Plan should describe arrangements made for coordinating the off-campus program of the sponsoring campus, and establish responsibility for relating activities to neighboring institutions within the geographical service area.

(b) Academic Control
The Plan should describe the processes by which direct and continuous academic control by the sponsoring campus will be maintained over off-campus programming.

(c) Faculty Resources
The Plan should describe general policies which will apply to the assignment of faculty resources for off-campus instruction, in particular as regards use of adjunct faculty persons and the assignment of instruction within or outside of the regular teaching load of permanent faculty persons.

(d) Maintenance of Standards
The Plan should include a specific statement as regards the standards by which off-campus instructional quality will be maintained, including at least an endorsement of the general standards encompassed within the Board of Regents' Policy Statement on Off-Campus Instruction of May 16, 1975.

(e) Financial Policies
The Plan should describe general policies which will govern off-campus instruction as regards the fee levels charged to students, the contributions expected of businesses or other organizations seeking instructional services for employees, and the relationship between faculty salary payments for off-campus instruction and regular salary scales of permanent faculty positions and the manner in which the separate costs of off-campus instruction will be ascertained, including the consideration of indirect supporting costs which may be charged to off-campus instruction.

(4) Inter-Institutional Cooperation

(a) The Plan should describe the process by which due regard for and cooperation with neighboring institutions within the geographic service area have been sought in development of the Plan itself, including if appropriate such memoranda of understanding as may have been agreed to with neighboring institutions.

(b) The Plan should describe the process by which "review and comment" of neighboring institutions has been provided for as regards Annual Annexes to the Plan.

(c) Cooperative Programming: The Plan should describe areas of promise which may exist for active cooperation with neighboring institutions in off-campus programming.

Reporting Off-Campus Instructional Plan

On July 1 of each year, campuses shall submit an annual annex to the approved Off-Campus Instructional Plan. Instructions for reporting are found on page 210.6 of the Ohio Board of Regents' Uniform Information System Manual. The standard form for the report is provided on Page 210.8 of the UIS Manual.

Funding of Off-Campus Instruction

In accordance with the provisions of law requiring each institution to submit such information as is necessary in order to determine the appropriate subsidy payments, each institution shall prepare and submit, following procedures outlined in the Board of Regents' Uniform Inforamtion System, an Off-Campus Instructional Plan including an Annual Annex, Academic Enrollment Reports and Inventories of Instructional Courses which accurately reflect enrollments during the enrollment periods reported and the specific locations of the instructional offering, for determining full-time equivalent enrollments.

"Full-time equivalent student - off-campus instruction" at other than a residence credit center means an enrollment unit determined by dividing total student credit units of course registration by twenty for the autumn term and by sixty for the summer term of institutions on a quarter calendar and by forty for the summer term of institutions on a semester calendar. The autumn term full-time equivalent enrollment above shall be adjusted to reflect major variations in the level of service planned for the winter and spring terms according to the "Off-Campus Instructional Plan Annual Annex" submitted by the institution and approved by the Ohio Board of Regents.

For subsidy purposes, all general studies course credits in approved off-campus instruction programs conducted by a two-year administrative unit shall be classified as General Studies Level I. All technical education enrollment counts and course credits in approved off-campus instruction programs conducted by a two-year campus shall be classified as Technical Level I.

Technical Education Placement Survey

(1) All two-year campuses offering technical education programs should prepare job placement questionnaires to be disseminated to technical associate degree graduates and one-year certificate recipients each fiscal year.

The questionnaire distribution should be made two months after graduation or technician's certification each quarter or semester, if applicable.

Follow-up inquiries to non-respondents, by mail or telephone, concerning their job availability and employment status, should be made three months following the first survey.

Other follow-up should be made during and after the fiscal year, when warranted. The fiscal year's final non-respondent follow-up survey should be made by November 30, five months from the end of the fiscal year. Submission of placement reports to the Vice Chancellor for Two-Year Campuses should be made before January 15.

The technical education survey generates graduate and one-year completion data to be submitted to the Board of Regents on special data tabulation forms.

Although two-year campuses produce their own placement questionnaires, they are to follow Regents' guidelines as outlined below.

The format and sequence of the questions are important and should expedite data tabulation on Regents' Forms 901.1 and 901.2, for associate degree graduates and one-year certificate recipients, respectively.

(2) A separate report is requested for each taxonomic category--Business, Engineering and Industrial, Health, Agricultural and Natural Resources, Public Service--on Forms 901.1 and 901.2.

The technical program titles under each of the above five taxonomic categories are to be entered on the left side of the tabular columns which signify the status of the graduates or certificate recipients in regard to each technology.

The person submitting the reports should use Regents-approved technology titles as listed in the adopted technical education taxonomy.

Following are survey guidelines:

Ask for name of graduate or certificate recipient; technical program pursued; if employed, occupation; address; telephone number.

(3) Suggested survey questions for Forms 901.1 and 901.2.

(1) Are you currently employed? (Check appropriate answer)

☐ (a) Yes, full-time in my technology
☐ (b) Yes, full-time, but not in my technology
☐ (c) Yes, part-time in my technology
☐ (d) Yes, part-time, but not in my technology

(2) If you are not employed, check the box which precedes the statement which most closely describes your status:

☐ (a) I am available for employment and am still seeking a job
☐ (b) I am furthering my education, full-time
☐ (c) I am not available for employment

(3) If you are employed in your technology full-time or part-time, did you work in that technology while you were a college student? (Check appropriate answer)

☐ (a) Yes
☐ (b) No

Form 901.1
Technical Education
Placement Survey

OHIO BOARD OF REGENTS
TECHNICAL EDUCATION PLACEMENT REPORT
FOR FISCAL 19XX

College ______________________ Submitted By ______________________

PLEASE SUBMIT TO THE OFFICE OF THE VICE CHANCELLOR FOR TWO-YEAR CAMPUSES

Do Not Report an Associate Degree Graduate in More Than One Column in Columns 2 through 9

TECHNICAL EDUCATION PROGRAMS *(Associate Degree)* ______ ______ **(Taxonomic Category)**	1 NUMBER OF TECHNICAL ASSOCIATE DEGREE GRADUATES	2 EMPLOYED FULL-TIME IN GRADUATE'S TECHNOLOGY	3 EMPLOYED FULL-TIME IN UNRELATED JOBS	4 EMPLOYED PART-TIME IN GRADUATE'S TECHNOLOGY	5 EMPLOYED PART-TIME IN UNRELATED JOBS	6 SEEKING EMPLOYMENT, BUT UNEMPLOYED	7 FURTHERING EDUCATION—UNAVAILABLE FOR EMPLOYMENT	8 OTHERWISE UNAVAILABLE FOR EMPLOYMENT	9 UNKNOWN, NO RESPONSE TO QUESTIONNAIRE	10 EMPLOYED FULL-TIME OR PART-TIME IN GRADUATE'S TECHNOLOGY WHILE A STUDENT
1										
2										
3										
4										
5										
6										
7										
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22										
23										
24										
Totals................										

Key to Appendix B:

- *A - Two-Year Associate Degree Program*
- *M - Major available in a Two-Year Degree Program*
- *C - One-Year Certificate Program (One-plus-One)*
- *I - Inactive Program*

OHIO BOARD OF REGENTS
INVENTORY OF TECHNICAL PROGRAMS:

BUSINESS TECHNOLOGIES

Program	Agri Tech Inst., OSU	Ashtabula, KSU	Belmont Technical College	Central Ohio Tech Col	Central State University	Chillicothe, OU	Cincinnati Tech College	Clark Technical College	Clermont, UC	Col Appld Sci & Tech, YSU	Columbus Tech Institute	Comm/Tech, UA	Comm/Tech, UT	Cuyahoga Community Col	East Liverpool, KSU	Edison Community College	Firelands, BGSU	Geauga, KSU	Hamilton, MU	Hocking Tech College	Jefferson Tech College	Lakeland Comm College	Lancaster, OU	Lima Technical College	Lorain Comm College
Accounting		A	A	A			A	A	M	A	A			A	A	A		A	A	A	A	A	A	A	A
Bookkeeping			C								C														
Graphic Arts								I		A												A			
Commercial Art								A		M		A		A											
Interior Design														A											
Photography								C														M			
Fashion Illustration																									
Business Management		A	A	A			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		A	A
Aviation Management																									
Purchasing							M							M											
Retail Management			I				M	M	M		A		M	I						M	M	M		M	A
Small Business Management		M		M			M							M	M			M							
Wholesale Management											A														
Data Processing		M	C		I		A	A		C	A	A	A	A	M	A	A		A		A	A			A
Computer Programming			A	A						A			M							A				A	
Data Center Management							A						M												
Financial Management														A						A					
Banking/Finance		A		M				M			A	M		M	M	A			A		M	M		M	A
Savings and Loan Management																						M			C
Consumer Credit Management																									
Hospitality Management							A		A		A			A						A					
Culinary Arts													C	M						M					
Food Service/Restaurant Mgt.							M		M		M	A	A	M						M	A				
Hotel Management							M		M		M			M						M					
Housekeeping Management														M											
Legal Assisting								C					A												
Marketing and Sales		M		M			A			A	I	A	A	A	M	A						M			
Advertising/Public Relations										A				A											
Industrial Marketing							M																		
Insurance											A														
Office/Secretarial		A	A	A	I	A	A		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Court/Conference Reporting								A		A				A											
General Secretarial		M		M		C	M	C		C	C		C		M			M		M		M			C
Executive Secretarial		M	M	M		M	M	A	M	M	M	M			M			M		M	M	M			
Legal Secretarial			M	M		M	M			M	M	M	M							M	M	M			
Medical Secretarial			M			M		M		M	M		M							M	M	M			
Office Management		M							M	M		M			M			M							C
Word Processing		I					M			M			C									M			
Real Estate/Property Management		A		M		A	A		M	A	A	A	A	A	M	A		M	A		M	M		M	A
Traffic/Transportation										A	I	A	A	A							M				
Logistics Management																									

Program	Marion Technical College	Middletown, MU	Muskingum Area Tech Col	North Central Tech Col	Northwest Tech College	OCAS, UC	Ohio University, Athens	Owens Technical College	Raymond Walters, UC	Rio Grande Comm College	Salem, KSU	Shawnee Comm College	Sinclair Comm College	Southern Comm College	Stark, KSU	Stark Technical College	Terra Technical College	Trumbull, KSU	Tuscarawas, KSU	University College, UC	Washington Tech College	Wayne, UA	Western Ohio, WSU	Zanesville, OU
Accounting	A	A	A	A	A			A	A	A	M	A	A	A		A	A	A	A	A	A		A	
Bookkeeping			C													C								
Graphic Arts													A											
Commercial Art									A				A											
Interior Design													M											
Photography																								
Fashion Illustration													M											
Business Management	A	A	A	A	A				A	A	A	A	A	A		A	A	A	A	A	A	A	A	
Aviation Management													A											
Purchasing													M											
Retail Management	M			A	M			M	M			M	M	M		A	M			M		A	M	
Small Business Management											M							M	M					
Wholesale Management																								
Data Processing	A		A	A	A				A			A						A	M	C	I		A	
Computer Programming								A					A			A	A			A				
Data Center Management	M																							
Financial Management								A					A			A				M				
Banking/Finance		A	M		I			M				M	M				M		M					
Savings and Loan Management								M					M											
Consumer Credit Management													M											
Hospitality Management								A																
Culinary Arts																								
Food Service/Restaurant Mgt.					M			M		A		I	A			M	A							
Hotel Management																								
Housekeeping Management																								
Legal Assisting													A							A				
Marketing and Sales			A	A				A			M		A					M	M					
Advertising/Public Relations																								
Industrial Marketing																								
Insurance		M	M										M											
Office/Secretarial	A	A	A	A	A			A	A	A	A	A				A	A	A	A	A	A	A	A	
Court/Conference Reporting									M							A								
General Secretarial	C		C					C	M		M		C					M	M	M	C			
Executive Secretarial			M					M	M	M	M	M	A	A		M	M	M	M	M				
Legal Secretarial	M								M	M		M				M	M			M				
Medical Secretarial	M								M	M		M	M				M			M				
Office Management									M		M							M	M					
Word Processing								M								M				M				
Real Estate/Property Management	M	A	M						M		M		A	M		M	M	M	M		M			
Traffic/Transportation													A											
Logistics Management													M											

Key: A - Two-Year Associate Degree Program
M - Major Available in a Two-Year Degree Progra
- One-Year Certificate Program (One-plus-One)
- Inactive Program

OHIO BOARD OF REGENTS
INVENTORY OF TECHNICAL PROGRAMS:

ENGINEERING AND INDUSTRIAL TECHNOLOGIES

	Agri Tech Inst., OSU	Ashtabula, KSU	Belmont Technical College	Central Ohio Tech Col	Central State University	Chillicothe, OU	Cincinnati Tech College	Clark Technical College	Clermont, UC	Col Appld Sci & Tech YSU	Columbus Tech Institute	Comm/Tech, UA	Comm/Tech, UT	Cuyahoga Community Col	East Liverpool, KSU	Edison Community College	Firelands, BGSU	Geauga, KSU	Hamilton, MU	Hocking Tech College	Jefferson Tech College	Lakeland Comm College	Lancaster, OU	Lima Technical College	Lorain Comm College	Marion Technical College	Middletown, MU	Muskingum Area Tech Col	North Central Tech Col	Northwest Tech College	OCAS, UC	Ohio University, Athens	Owens Technical College	Raymond Walters, UC	Rio Grande Comm College	Salem, KSU	Shawnee Comm College	Sinclair Comm College	Southern Comm College	Stark, KSU	Stark Technical College	Terra Technical College	Trumbull, KSU	Tuscarawas, KSU	University College, UC	Washington Tech College	Wayne, UA	Western Ohio, WSU	Zanesville, OU
Civil Engineering Technology								A		A	A	A	A									A			A	I					A		A																	
Electrical/Electronic Engr Tech		A			I					A	A	A	A	A								A	A	A	A	A	A	A			A		A			A		A			A		A	A		A	I		
Industrial Engineering Tech		A		A			A		A			A	A							I		A		A	A	A		A		A	A		A			A	I	A	A				A	A					
Mechanical Engineering Tech		A		A			A	A		A	A	A	A	A					A	I		A		A	A	A	A	A		A	A		A			A		A			A	A	A	A		A	I		
Nuclear Power																																										A							
Automotive							A	I			A								A	A													A				A	A			A	A	A			A		A	
Diesel																																	A				M									M			
Industrial/Off-Highway Power																																	M																
Aviation							A				A			A																		A																	
Aviation Airframe											C																																						
Aviation Powerplant											C																																						
Civil/Construction			A	M			A	M		C	A	M	C			A					A					M		A		A	A					M	A	A			A								
Architectural				M				M		C	A		A	A								M						M			A		M					A	M			A							
Concrete								A																																									
Highway Design																																						M											
Surveying			C				M					M	C												C			M										M			M								
Construction Trades																																																	
Drafting/Design				A	I		C	A		A	M		A	A		A	I		A	A	A	M	M	A	A				A	A			M					A	A		A					C		A	
Engineering Modeling																																									A								
Machine Design										C			C																																				
Technical Illustration														M																								M											
Tool/Die/Mold Design							M			C												M			C					C	M		M					M											
Electrical/Electronics			A	A			A	A		C						A	A			A	A								A	A					A				A			A						A	
Avionics																									A																								
Biomedical Equipment							M																										M																
Computer Electronics		M															M																			M		M					M	M					
Electric Power		M	C				M			C																							M			M						M	M	M					
Electro-Mechanical		M	M	M			M									M	M		A								A			M			M			M	A		M		I	M	M	M					
Instrumentation								I				A																																					
Laser Optics							M																																										
Telecommunications Electronics		M					M													M																M		M					M	M		M			
Energy Management								A																																					A				
Industrial Graphics							A				A			A																												A							
Industrial Laboratory											A																																						
Microprecision														A																																			
Scientific Measurement							M																																										
Industrial Trades																																																	
Manufacturing/Industrial		M	A				A	I		C	A			A		A			A		A	M	A												A	M			A		I	A	M	M		A		A	
Ceramic																				A																													
Industrial Management		M		M							M			M								M			C				A		M			M		M			M		A	M	M	M					
Packaging																																						A											
Production/Inventory Control													C	M								M																M											
Quality Control				M																		M			C						M							A											
Welding Fabrication			C				M														M															M	A					M				A			

Key: A - Two-Year Associate Degree Program
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I - Inactive Program

ENGINEERING AND INDUSTRIAL
TECHNOLOGIES (Continued)

	Agri Tech Inst., OSU	Ashtabula, KSU	Belmont Technical College	Central Ohio Tech Col	Central State University	Chillicothe, OU	Cincinnati Tech College	Clark Technical College	Clermont, UC	Col Appld Sci & Tech YSU	Columbus Tech Institute	Comm/Tech, UA	Comm/Tech, UT	Cuyahoga Community Col	East Liverpool, KSU	Edison Community College	Firelands, BGSU	Geauga, KSU	Hamilton, MU	Hocking Tech College	Jefferson Tech College	Lakeland Comm College	Lancaster, OU	Lima Technical College	Lorain Comm College	Marion Technical College	Middletown, MU	Muskingum Area Tech Col	North Central Tech Col	Northwest Tech College	OCAS, UC	Ohio University, Athens	Owens Technical College	Raymond Walters, UC	Rio Grande Comm College	Salem, KSU	Shawnee Comm College	Sinclair Comm College	Southern Comm College	Stark, KSU	Stark Technical College	Terra Technical College	Trumbull, KSU	Tuscarawas, KSU	University College, UC	Washington Tech College	Wayne, UA	Western Ohio, WSU	Zanesville, OU
Mechanical			I	M																	A								A										M										
Fluid Power													C									M								I			I																
Heating and Air Conditioning			C				C				A		A						A												A		I					M				A		M		C			
Heat Processing																				A																													
Numerical Control																															M																		
Metallurgical										I	I										A						A										I												
Mining			A																																A														
Petroleum																												A																					
Plastics/Chemical		A		I			M				I	A	A									I			A					I	A		I				A												
Industrial Tech One-Year Prog																																																	
Building Inspection							C																																										
Foremanship																																						C											
Millwright																																																	
Operating Engineer			C								M																														C								
Plant Maintenance																															A						A												
Stationary Engineer																																																	

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OHIO BOARD OF REGENTS
INVENTORY OF TECHNICAL PROGRAMS:

HEALTH TECHNOLOGIES

	Agri Tech Inst., OSU	Ashtabula, KSU	Belmont Technical College	Central Ohio Tech Col	Central State University	Chillicothe, OU	Cincinnati Tech College	Clark Technical College	Clermont, UC	Col Appld Sci & Tech YSU	Columbus Tech Institute	Comm/Tech, UA	Comm/Tech, UT	Cuyahoga Community Col	East Liverpool, KSU	Edison Community College	Firelands, BGSU	Geauga, KSU	Hamilton, MU	Hocking Tech College	Jefferson Tech College	Lakeland Comm College	Lancaster, OU	Lima Technical College	Lorain Comm College	Marion Technical College	Middletown, MU	Muskingum Area Tech Col	North Central Tech Col	Northwest Tech College	OCAS, UC	Ohio University, Athens	Owens Technical College	Raymond Walters, UC	Rio Grande Comm College	Salem, KSU	Shawnee Comm College	Sinclair Comm College	Southern Comm College	Stark, KSU	Stark Technical College	Terra Technical College	Trumbull, KSU	Tuscarawas, KSU	University College, UC	Washington Tech College	Wayne, UA	Western Ohio, WSU	Zanesville, OU
Animal Health Assisting											A																							A															
Dental Hygiene										A				A								A		A									A	A			A	A											
Dental Laboratory											A			A																																			
Dietetic							A		I	A	C			A																																			
Emergency Medical				C				C		A	A			A		C				A		C		A				C									C												
Medical Assisting			A				A			A		A	A	A						A	A				C			A											A		A								
Medical Laboratory							A	A		A	A			A							A	A			A	A		A							A		A												
Histologic																																																	
Medical Record							A							A			A			A								I										A			A								
Mental Health Assisting											A		A	A														A	A			A						A											
Nursing		A	A	A				A		A	A		A	A	A				A	A		A		A	A	A	A		A				A	A			A	A						A					A
Occupational Therapy Assisting														A																																			
Recreational Therapy Asst.																												M	A																				
Ophthalmic Dispensing														A																																			
Optometric Assisting											A																						A																
Pharmacy																																		A															
Physical Therapy Assisting														A																								A			A								
Physician Assisting							I							A																																			
Public Health													A							A																													
Radiologic				A										A							A			A	A			A	A				A	A			A	A											
Nuclear Medicine																																		M															
Radiation Therapy Assisting																																																	
Respiratory Therapy Technologist							A			A	A	A	A	A								A																A											
Surgical Assisting							A					A		A											A								A					A											
Allied Health One-Year Programs																																																	
Dental Assisting																					A																												
Electrography													C																																				
Optical Mechanics														C																																			
Practical Nursing*			C					C			C									C	C				C				C								C									C			
Renal Dialysis																																																	
Respiratory Therapy Technician							C			C			C	C										C					C								C				C								
Single Campus Pilot Program																																																	
Health Care Review Coord.																				A																													

*Not currently funded by OBR

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OHIO BOARD OF REGENTS
INVENTORY OF TECHNICAL PROGRAMS:

AGRICULTURAL AND NATURAL RESOURCE
TECHNOLOGIES

	Agri Tech Inst., OSU	Ashtabula, KSU	Belmont Technical College	Central Ohio Tech Col	Central State University	Chillicothe, OU	Cincinnati Tech College	Clark Technical College	Clermont, UC	Col Appld Sci & Tech YSU	Columbus Tech Institute	Comm/Tech, UA	Comm/Tech, UT	Cuyahoga Comm College	East Liverpool, KSU	Edison Community College	Firelands, BGSU	Geauga, KSU	Hamilton, MU	Hocking Tech College	Jefferson Tech College	Lakeland Comm College	Lancaster, OU	Lima Technical College	Lorain Comm College	Marion Technical College	Middletown, MU	Muskingum Area Tech Col	North Central Tech Col	Northwest Tech College	OCAS, UC	Ohio University, Athens	Owens Technical College	Raymond Walters, UC	Rio Grande Comm College	Salem, KSU	Shawnee Comm College	Sinclair Comm College	Southern Comm College	Stark, KSU	Stark Technical College	Terra Technical College	Trumbull, KSU	Tuscarawas, KSU	University College, UC	Washington Tech College	Wayne, UA	Western Ohio, WSU	Zanesville, OU
Agricultural Business								A																						A			A																
Agricultural Materials Handling	A																																																
Agricultural Power & Machinery								A																																									
Agricultural Production			A													A				A	A							A							A				A							A			
Farm Management								M																									M																
Agricultural Research & Lab.	A																																																
Agronomic Business	A																																																
Commercial Beekeeping	A																																																
Crop Management	A																																																
Dairy Cattle/Production Mgt.	A																																																
Environmental & Nat. Res. Sci.																	A			A								A																					
Environmental Control/Protect							I						A				M				A	M						M	I				I	A															
Forest Management																				M																													
Land Stabilization & Reclam.			A																																														
Municipal Waste Disposal																	M																																
Parks/Recreation/Wildlife																				M								M									A												
Soil/Water Conservation & Mgt	A							I																																									
Food Marketing	A																																																
Forest Products	A																																																
Horse Production & Management	A																																																
Landscape/Turf Management	A						M	A																																									
Livestock Production & Mgt.	A																																																
Nursery/Greenhouse Management	A		C				A	M																																									
Floriculture & Floral Design	A																																																

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OHIO BOARD OF REGENTS
INVENTORY OF TECHNICAL PROGRAMS:

PUBLIC SERVICE TECHNOLOGIES

	Agri Tech Inst., OSU	Ashtabula, KSU	Belmont Technical College	Central Ohio Tech Col	Central State University	Chillicothe, OU	Cincinnati Tech College	Clark Technical College	Clermont, UC	Col Appld Sci & Tech YSU	Columbus Tech Institute	Comm/Tech, UA	Comm/Tech, UT	Cuyahoga Community Col	East Liverpool, KSU	Edison Community College	Firelands, BGSU	Geauga, KSU	Hamilton, MU	Hocking Tech College	Jefferson Tech College	Lakeland Comm College	Lancaster, OU	Lima Technical College	Lorain Comm College	Marion Technical College	Middletown, MU	Muskingum Area Tech Col	North Central Tech Col	Northwest Tech College	OCAS, UC	Ohio University, Athens	Owens Technical College	Raymond Walters, UC	Rio Grande Comm College	Salem, KSU	Shawnee Comm College	Sinclair Comm College	Southern Comm College	Stark, KSU	Stark Technical College	Terra Technical College	Trumbull, KSU	Tuscarawas, KSU	University College, UC	Washington Tech College	Wayne, UA	Western Ohio, WSU	Zanesville, OU
Broadcasting																																																	A
Educational Services												A																					A																
Early Childhood Development					A			A		A	C	M	C	A								A		A				A					M					A				A			A				
Educational Assisting												M		A																			I																
Library/Instructional Media											I	M	A	A								I	A				A							A					A										
Fire Science								I			A	A		A		A				A		A			A						A		A					A			A								
Law Enforcement		A		A		A		A		A	A	A	A	A	A	A		A		A	A	A		A	A			A	A	I			A			A		A	A	A		A	A	A	A				
Corrections											M		A							M		M			M			M									A	M											
Forensic Laboratory																																																	
Security		M				A	A			C	M		M		M			M		M	M				M								M			M		M		M			M	M					
Public Administration				I				M		I																																							
Safety/Risk Management							A				A																		A									M				A			A				
Social Services						A		A	A	A	A	A	A			A																	A	A			A		A						A		A		
Alcoholic Rehab. Services												M																																					
Geriatric Assisting											C		M																																				
Handicapped Services									M																																								
Recreational Services																																	M												A				

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